



# SCIO privacy policies and records of processing activities (ROPA)

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## Introduction

SCIO is committed to protecting the privacy and security of personal data.

'Personal data' is information relating to you as a living, identifiable individual. We refer to this as 'your data'. Data protection law requires SCIO ("us" or "we"), as data controller for your data:

- To process your data in a lawful, fair, and transparent way
- To collect your data only for explicit and legitimate purposes
- To only collect data that is relevant, and limited to the purpose(s) we have told you about
- To ensure that your data are accurate and up to date
- To ensure that your data are kept only as long as necessary for the purpose(s) we have told you about
- To ensure that appropriate security measures are used to protect your data.

This document explains what personal data we hold about the people who engage with us ("you"), how we use them internally, how we share them, how long we keep it them and what your legal rights are in relation to them.

For the parts of your personal data that you supply to us, this document explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data. There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

Following this introduction are separate sections on privacy rights applicable to other groups and activities. To obtain a full picture of how your data are treated, it is important that you read this general section together with any other applicable sections:

1. Students
2. Staff applicants
3. Current staff and tutors
4. Projects and events
5. Commercial contractors and suppliers
6. Security and monitoring
7. IT systems
8. Web

Where relevant, these separate sections also explain the basis on which you are required or requested to provide the information, and where your consent is needed. For the part of your personal data that we generate about you, or that we receive from others, it explains the source of those data.

Following the sections are a set of appendices divided by groups or activity that details our Record of Processing Activity (ROPA). To obtain a full picture of how your data are treated, it is important that you read these appendices.

1. Appendix 1: Students
2. Appendix 2: Staff and tutors
3. Appendix 3: Projects and events
4. Appendix 4: Commercial and financial
5. Appendix 5: Security and monitoring
6. Appendix 6: IT
7. Appendix 7: Archives



## General privacy details

### The lawful basis on which we process your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you
- Where necessary to comply with a legal obligation
- Where it is necessary for the performance of a task in the public interest
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

We may also use your personal information, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. Except in a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

### How we apply further protection in the case of "Special Categories" of personal data

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal information.

The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also consist of the processing of:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.

We may process special categories of personal information in the following circumstances:

- Where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on SCIO or you
- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:
  - for the exercise of a function conferred on SCIO or anyone else by an enactment or rule of law; or
  - for equal opportunities monitoring;

- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place appropriate policy documents and/or other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Criminal convictions and allegations of criminal activity**

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for "special categories" referred to above.

### **Details of our processing activities, including our lawful basis for processing**

Details of the lawful bases we rely on for the processing of the categories of data that we hold in relation to current staff, office holders and senior members, including details of retention periods, details of parties to whom we transfer data, and on what basis, are set out in the appendices of this document.

### **How we share your data**

We do not, and will not, sell your data to third parties. We will share it only with third parties if we are allowed or required to do so by law.

Examples of bodies to which we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
Home Office; UK Visas, and Immigration	To fulfil SCIO's obligations as a visa sponsor
The Higher Education Funding Council for England (HEFCE)	Data submitted for the Research Excellence Framework (REF) which is a system for assessing the quality of research in higher education.
HM Revenues & Customs (HMRC)	Real time information released to HM Revenue & Customs (HMRC) in order to collect income tax and national insurance contributions (NICs) from employees; and, if necessary, student loans
Police	To report alleged criminal misconduct

Examples of bodies to which we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Colleges and/or Permanent Private Halls (PPHs) within the University of	Where a member is employed by or connected to both organisations, or are providing services in different parts of the collegiate university,

Oxford, University offices and/or departments	we may need to share relevant data for the proper functioning of relevant contracts and services.
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders, or collection of a tax or duty.	For the prevention, detection, or investigation of crime, for the location and/or apprehension of offenders, for the protection of the public, and/or to support the national interest.
Mortgage lender and letting agencies	In order to allow these organisations to verify for mortgages and tenancy agreements. Release of this information is subject to a written request being received from the employee.
Financial institutions and other organizations	In order to allow these organisations to verify employment details. Release of this information is subject to a written request being received from the employee.
Universities Superannuation Scheme (USS)	In order to provide data required for the provision of pensions by these providers.
Higher Education Statistics Agency (HESA)	Some information, usually in pseudonymised form, will be sent to the HESA for statistical analysis and to allow government agencies to carry out their statutory functions.
Occupational Health providers	To enable the provision of these facilities.
Third party service providers	To facilitate activities of SCIO. Any transfer will be subject to an appropriate, formal agreement between SCIO and the processor.

Where information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the purpose.

All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

## Sharing your data outside the European Union

The law provides various further safeguards where data are transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us.

We may transfer your data outside the European Union, but only for the purposes referred to in this notice and provided either:

- There is a decision of the European Commission that the level of protection of personal data in the recipient country is adequate; or
- Appropriate safeguards are in place to ensure that your data are treated in accordance with UK data protection law, for example, through the use of standard contractual clauses; or
- There is an applicable derogation in law which permits the transfer in the absence of an adequacy decision or an appropriate safeguard.

All data shared between SCIO and the CCCU/BestSemester office and staff are shared following the above legal stipulations, and following ICO's guidelines as defined in its Assessing Adequacy: International data transfers document.<sup>1</sup>

## Automated decision making

We do not envisage that any decisions will be taken about you based solely on automated means; however we will notify you in writing if this position changes.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes for which we collected them, including for the purpose of satisfying any legal, accounting or reporting requirements.

Details of expected retention periods for the different categories of your personal information that we hold are set out in the appendices of this document,

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that SCIO would be required to retain certain categories of personal data for longer. Any such changes will be reflected in updated versions of our Record of Processing Activity.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

## Your legal rights over your data

Subject to certain conditions and exception set out in UK data protection law, you have:

- The right to request access to a copy of your data, as well as to be informed of various information about how your data are being used;
- The right to have any inaccuracies in your data corrected, which may include the right to have any incomplete data completed;
- The right to have your personal data erased in certain circumstances;
- The right to have the processing of your data suspended, for example if you want us to establish the accuracy of the data we are processing.
- The right to receive a copy of data you have provided to us, and have that transmitted to another data controller (for example, another University or a College or PPH).

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<sup>1</sup> [https://ico.org.uk/media/for-organisations/documents/1529/assessing\\_adequacy\\_international\\_data\\_transfers.pdf](https://ico.org.uk/media/for-organisations/documents/1529/assessing_adequacy_international_data_transfers.pdf)

- The right to object to any direct marketing (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The right to object to the processing of your information if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest. The lawful basis for any particular processing activity we carry out is set out in the appendices of this document.
- The right to object to any automated decision making about you which produces legal effects or otherwise significantly affects you.
- The right to withdraw your consent at any time where the lawful basis for processing your data is consent. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting SCIO’s Associate Director at SCIO, 8 Norham Gardens, Oxford, OX2 6QB

Email: [simon.lancaster@scio-uk.org](mailto:simon.lancaster@scio-uk.org)

If you wish to exercise any of your rights in relation to your data as processed by SCIO please contact SCIO’s Associate Director at SCIO, 8 Norham Gardens, Oxford, OX2 6QB. Email: [simon.lancaster@scio-uk.org](mailto:simon.lancaster@scio-uk.org)

Some of your rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Further guidance on your rights is available from the Information Commissioner’s Office (<https://ico.org.uk/>). You have the right to complain to the UK’s supervisory office for data protection, the Information Commissioner’s Office at <https://ico.org.uk/concerns/> if you believe that your data have been processed unlawfully.

## Contact

If you need to contact us about your data, or if you wish to exercise any of your rights in relation to your data as processed by SCIO please contact:

SCIO Associate Director  
 SCIO, 8 Norham Gardens, Oxford, OX2 6QB  
 Email: [simon.lancaster@scio-uk.org](mailto:simon.lancaster@scio-uk.org)

## Future changes to this document

We may need to update this document from time to time, for example if the law or regulatory requirements change, if technology changes, or to make SCIO’s operations and procedures more efficient.

If the change is material, we will advertise the change on our website with two months’ notice so that you can exercise your rights, if appropriate, before the change comes into effect.

## Students

This section explains what personal data SCIO (“us” or “we”) holds about students at SCIO (“you”), how we use them internally, how we share them, how long we keep them and what your legal rights are in relation to them.

### What personal data we hold about you and how we use them

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in *Appendix 1: Students*, p. 29. Other relevant appendices include *Appendix 5: Security and monitoring*, p. 91; *Appendix 6: IT*, p. 97; and *Appendix 7: Archives*, p. 100.

We might hold and use a range of data about you at different stages of our relationship with you. We might receive these data from you; we might create it ourselves, or we might receive it from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- Details of which course you are studying on
- Other data that are necessary to the operation of the SCIO/Wycliffe Hall/student contract or to the functioning of SCIO/Wycliffe Hall including:
  - any data about you contained in your assessed work, our assessments of your work, and details of any qualifications you are awarded;
  - details of any disciplinary complaints or decisions about you;
  - your contact and accommodation details;
  - any communications you have with us, and any communications we generate about you, for example if you ask us to defer your studies to a later academic year;
  - details of any payments that you make to us, including your bank/payment card details.
- Data you and others sent us when you applied to us. This includes your academic transcript and personal statements which we use to assess your application;
- Details of any relevant criminal convictions, allegations or charges that we ask you to declare to us either when you apply to us, or whilst you are a student, or which are reported to us. Relevant criminal convictions or charges are those that indicate an applicant or student might pose an unacceptable risk to other students or staff.
- Information that you voluntarily provide to us about any disabilities or health conditions you have, and about your age, ethnicity, gender, religion and belief, and/or sexual orientation. You may also provide this information to us as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Where you inform us of a health condition or disability, we will take this information into account when considering whether to make a reasonable adjustment under equality law and in other cases where we are legally required to.

- Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities);
- Data that we voluntarily provide about you, either while you are a student or after you leave SCIO, for example if you ask us for a reference.
- Bank and other payment details, where we need to reimburse you, or where you provide such details to us when making a payment.

### Data that you provide to us and the possible consequences of your not providing them

The provision of most data that you provide to us is a contractual requirement. If you do not provide us with information that you are contractually obliged to provide, the consequences will depend on the particular circumstances. In some cases we may not be able to provide you with certain services; in other cases, this could result in disciplinary action or the termination of your contract.

### Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we and our staff generate about you, such as during tutorials and in connection with your attendance and accommodation at SCIO/Wycliffe Hall;
- The University of Oxford, which operates a number of systems that Colleges and PPHs have access to, including access to your tutor reports and grades ;
- Your school or previous educational establishments or employers if they provide references to us;
- Fellow students, family members, friends, visitors to SCIO and other contacts who may provide us with information about you if and when they contact us, or vice versa.



## Staff applicants

This section explains what personal data SCIO (“us” or “we”) holds about applicants for employment at SCIO (“you”), how we use them internally, how we share them, how long we keep them, and what your legal rights are in relation to them.

### What personal data we hold about you and how we use them

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in *Appendix 2: Staff and tutors*, p. 50. Other relevant appendices include *Appendix 5: Security and monitoring*, p. 91; *Appendix 6: IT*, p. 97; and *Appendix 7: Archives*, p. 100.

We might hold and use a range of data about you at different stages of our relationship with you. We might receive these data from you; we might create it ourselves, or we might receive it from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- The contact details that you provide to us, including names, addresses, and telephone numbers.
- The position, role, grade, salary, and benefits attaching to the relevant role.
- Your application paperwork, including the results of any testing.
- Details of your qualifications and correspondence in relation to them.
- References received about you, as well as the names and contact details of referees.
- Requests for special arrangements and/or waiver of eligibility criteria, including our consideration and decisions in relation to the same.
- Communications with you regarding the outcomes of your application.
- Records of decisions, including relevant committee and panel reports.
- Copies of passports, right to work documents, visas and other immigration data.
- Details of any medical issues and/or disabilities that you have notified to us, including any consideration and decision on reasonable adjustments made as a result.
- Equality monitoring data.

### Data that you provide to us and the possible consequences of your not providing them

Most data that you provide to us is processed by us in order that we, and you, can comply with obligations imposed by law. For example:

- Copies of your passport, right to work, and visa information will be collected by us at the time of your application or appointment, and at the point of any change or renewal of immigration status, to enable us to comply with UK Immigration and Visa requirements. We may be required by law to retain those data, along with related information (such as your application paperwork, short lists and selection committee papers), even where you are not appointed, until a certain point after the person appointed ceases to be employed by SCIO.



- If the relevant role requires regular interactions with children or vulnerable adult, we are required by law to carry out a Disclosure and Barring Service check in relation to you. In accordance with section 124 of the Police Act 1997, DBS certificate information is passed only to those who are authorised to receive it in the course of their duties and, in line with the DBS code of practice, is not kept by SCIO for any longer than is necessary.

Your failure to provide such data may mean that you are unable to take up the relevant role.

Other data that you give to us are provided on a wholly voluntary basis: you have a choice whether to do so. Examples include:

- Equality monitoring data, which are requested by SCIO as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when considering whether to make a reasonable adjustment.

### Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we generate about you when processing your application
- Data generated by Wycliffe Hall/University of Oxford, where the role you have applied for is a joint position offered by both SCIO and Wycliffe Hall/the University
- Your previous educational establishments and/or employers if they provide references to us.

## Current staff and tutors

This section explains what personal data SCIO holds about current staff, office holders and tutors ('you'), how we use them internally, how we share them, how long we keep them, and what your legal rights are in relation to them. In addition to those employed by, or otherwise holding SCIO positions, this notice should be read by the self-employed providers and other contractors engaged to provide services to SCIO. Personal data relating to volunteers who assist with SCIO fundraising, projects, and events is also covered by this notice.

This notice does not form part of any contract of employment or other contract to provide services.

## What personal data we hold about you and how we use them

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in *Appendix 2: Staff and tutors*, p. 50. Other relevant appendices include *Appendix 5: Security and monitoring*, p. 91; *Appendix 6: IT*, p. 97; and *Appendix 7: Archives*, p. 100.

We might hold and use a range of data about you at different stages of our relationship with you. We might receive these data from you; we might create them ourselves, or we might receive them from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- The contact details that you provide to us, including names, addresses and telephone numbers.
- Your position, role, contract terms, grade, salary, benefits, and entitlements.
- Records about your recruitment, including your application paperwork, details of your qualifications, references (including names and contact details of referees), requests for special arrangements, communications regarding our decisions, and relevant committee and panel reports.
- Details of any relevant criminal convictions or charges that we ask you to declare to us, either when you apply to us, or during your employment with SCIO. Relevant criminal convictions or charges are those that indicate you might pose an unacceptable risk to students or staff. Further, your role at SCIO may require that we conduct a Disclosure and Barring Service check, which will provide us with details of any relevant criminal convictions and/or cautions that you have received.
- Copies of passports, right to work documents, visas, and other immigration data.
- Details of any medical issues and/or disabilities that you have notified to us, including any consideration and decision on reasonable adjustments made as a result.
- Equality monitoring data.
- Dietary requirements
- Your financial details, including bank and building society account numbers, sort codes, BACS IDs, NI numbers, tax codes, payslips and similar data.

- Pensions membership data, including identification numbers, quotations and projections, terms benefits and contributions.
- Learning and development records, including your attendance, completions, accreditations, and certifications.
- Capability procedure records, including performance indicators, records of review meetings, feedback, decisions and outcomes.
- Promotion and progression records, including applications, references and supporting materials, records of deliberations and decisions, feedback, and awards.
- Records regarding grievances, disciplinary proceedings or investigations prompted by, involving or relating to you.
- Attendance and absence records, including leave requests, sickness records, and related data.
- Photographs, audio and video recording.
- Computing and email information, including login information for our IT systems, IP addresses, equipment allocated to you, and records of network access.
- Biometric data, as part of mandatory immigration records.

Further categories of data that we hold in relation to current staff, office holders, and senior members are set out in these appendices of this document.

## Data that you provide to us and the possible consequences of your not providing them

Most data that you provide to us are processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Copies of your passport, right to work, and visa information will be collected by us at the time of your application to enable us to comply with UK Immigration and Visa requirements. We may also be required by law to retain those data, along with related information (such as your application paperwork, short-lists and selection committee papers) until a certain point after your employment with SCIO ends.
- Financial data, including your account number and sort code, BACS ID, NI number, salary, tax codes and payments information are collected by us at the time of your appointment to enable us to pay you in accordance with the contract between us.
- You have a contractual obligation to inform us of relevant conflicts of interest affecting your involvement in SCIO management and decision-making. Failure to do so may undermine the reputation and integrity of the SCIO, and may have legal implications.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide copies of your passport, right to work and visa information, may mean that we are unable to enter into, or continue, with your employment. A failure to notify SCIO of relevant conflicts of interest may result in disciplinary proceedings being commenced.

Some data that you give to us are provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Equality monitoring data, which is requested by SCIO as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when considering whether to make a reasonable adjustment.

### Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we generate about you, such as when processing your application, arranging payments, and/or in relation to accommodation provided by SCIO;
- The University of Oxford, which operates a number of systems that colleges have access to, including systems that allow SCIO to access teaching allocation records and schedules;
- Your previous educational establishments and/or employers if they provide references to us;
- Other SCIO and CCCU employees, family members, friends, visitors to SCIO, and other contacts who may provide us with information about you if and when they contact us, or vice versa.

Our Record of Processing Activity (ROPA) indicates the sources of each of the various categories of data that we process. These can be found in the appendices of this document.

## Projects and events

This section explains what personal data SCIO holds about attenders, organisers and others involved in SCIO projects, conferences, and events (“you”), how we use them internally, how we share them, how long we keep them, and what your legal rights are in relation to them.

### What personal data we hold about you and how we use them

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in *Appendix 3: Projects and events*, p. 78. Other relevant appendices include *Appendix 5: Security and monitoring*, p. 91; *Appendix 6: IT*, p. 97; and *Appendix 7: Archives*, p. 100.

We might hold and use a range of data about you at different stages of our relationship with you. We might receive these data from you; we might create them ourselves, or we might receive them from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- Contact details that you provide to us, including names, addresses, and telephone numbers.
- Details of event organisers and guests, including details of organisations represented and event purpose.
- Financial information including your details of invoicing and outstanding payments (including payment information such as credit card or banking payment information) for facilities and services provided by SCIO at your request.
- Room and meal booking information, including any medical issues and/or disabilities that you have notified to us.
- Dietary requirements
- Photographs, audio and video recording of events (where applicable).
- Computing and email information, including guest login information (IP address(es), devices connected, traffic monitoring data).

### Data that you provide to us and the possible consequences of your not providing them

Most data that you provide to us are processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Financial information, as listed above, must be provided as part of any contract between us for the provision of services or access to facilities.
- Details of event organisers and guests, including details of organisations represented and event purpose must be provided to us under the contract in place between us, in order that we can properly manage SCIO facilities and ensure that our facilities are not used to further illegal or inappropriate aims.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide the relevant financial information will mean that we are unable to process any payment from you and may not be able to enter into the relevant contract with you. A failure to provide accurate organisation and purpose details for events may mean that we choose not to enter into the relevant contract with you, or that an event in progress is not permitted to continue.

Some data that you give to us are provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when allocating appropriate accommodation to you.
- Dietary information

### Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we generate about you, such as when communicating with you, receiving your requests, orders and/or payments;
- Guests attending the relevant conference and/or event;
- Third parties with an interest in the activities of your organisation.

## Commercial contractors and suppliers

This section explains what personal data holds about SCIO's supplier/contractors, or in connection with property transactions, for accounting, administrative and similar purposes, how we use them internally, how we share them, how long we keep them, and what your legal rights are in relation to them.

### Data that you provide to us and the possible consequences of your not providing them

In most cases the data you provide will be a necessary requirement of your transaction with the college. If you do not provide your data, we will not be able to process the transaction.

### Other sources of your data

Apart from the data that you provide to us, we may also process data about you that we generate about you, or that we receive from a third party (for example banks who provide us with your details when payments are made or received by SCIO).

### Details of our processing activities, including our lawful basis for processing

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in in *Appendix 4: Commercial and financial*, p. 86.

The table includes detailed information about how and why we process various categories of data, and the related lawful basis. It includes processing of data:

- about the selection of contractors/suppliers, including information about the quality and/or value of the work or products. The lawful basis for such processing is that SCIO has a legitimate interest in engaging suppliers and contractors that meet its required standards.
- in title documents, contracts, transfers and leases. Where you are a contracting party, the lawful basis for such processing is that the processing is necessary for performance of our contract with you. Otherwise, or after conclusion of any contract, SCIO has a legitimate interest in entering contracts, leases and transfers of land, and in retaining records and title documents to assist with the management of its properties.
- For legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.

## Security and monitoring

This section applies to anyone who interacts with SCIO security, including the CCTV systems operated by SCIO and Wycliffe Hall, including staff, students, and visitors.

### Data that you provide to us and the possible consequences of your not providing them

In most cases the data you provide will be a necessary requirement of entering or living on SCIO and Wycliffe Hall premises. If you do not provide such data you may not be able to enter SCIO and Wycliffe Hall premises, and depending on circumstances this may become a disciplinary matter that could lead to the termination of your contract with us whether you are an employee or a student or a visitor.

### Other sources of your data

Apart from the data that you provide to us, SCIO and Wycliffe Hall may also generate data about you, for example if you use a Wycliffe Hall fob or swipe card to access premises, the Wycliffe Hall access control system will generate a log of your attendance.

### Details of our processing activities, including our lawful basis for processing

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in

*Appendix 5: Security and monitoring, p. 91.*

The table includes detailed information about how and why we process various categories of data, and the related lawful basis. It includes:

- occasional monitoring that may occur of staff where SCIO/Wycliffe Hall has reasons to believe the individual concerned may be guilty of misconduct. Monitoring for such purposes may be carried out in accordance with SCIO/Wycliffe Hall's CCTV Policy which includes safeguards to ensure that only individual privacy is respected appropriately. The lawful basis for such processing is that SCIO/Wycliffe Hall has a legitimate interest in ensuring that staff comply with their legal obligations as employees.
- CCTV monitoring that SCIO/Wycliffe Hall undertakes to help provide safety and security on Wycliffe Hall premises, and to assist with the prevention of crime and other unlawful activity. SCIO/Wycliffe Hall may take disciplinary action if a safety or security incident involves a breach of staff or student disciplinary policies, and/or report safety/security incidents to the police if the incident involves an apparent criminal offence. Monitoring for such purposes may only be carried out in accordance with Wycliffe Hall's CCTV policy which includes safeguards to ensure that individual privacy is respected appropriately. The lawful basis for such processing is that SCIO/Wycliffe Hall has a legitimate interest in ensuring that staff comply with their legal obligations as employees.



- Movement records of staff, students and visitors to SCIO/Wycliffe Hall premises, for example of timing of access to buildings or offices, whether through electronic access systems or manual records. The lawful basis for such processing is that SCIO/Wycliffe Hall, its members and visitors have a legitimate interest in implementing such measures to help maintain SCIO's/Wycliffe Hall's safety and security.
- Records of requests and bookings for rooms, including records of any decisions SCIO/Wycliffe Hall makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of SCIO/Wycliffe Hall and for visiting speakers. The lawful basis for such processing is that SCIO/Wycliffe Hall has a legitimate interest in making its rooms available to members of SCIO/Wycliffe Hall to enable events to be held. Where freedom of speech issues are involved, the processing is necessary for compliance with a legal obligation (namely under the Education (No 2) Act 1986).

## IT systems, email, and telephones/mobile devices

This section applies to users of SCIO's IT systems, email and telephones/mobile devices. It will apply to anyone allowed to use such systems, including our staff and students.

### Data that you provide to us and the possible consequences of your not providing them

In most cases the data you provide will be a necessary requirement of using the relevant system (for example, you will need a password to access SCIO's IT systems). If you do not provide such data you will not be able to use the system, and depending on circumstances this may become a disciplinary matter that could lead to the termination of your contract with us whether you are an employee, or a student.

### Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- The University of Oxford, which operates a number of systems that Colleges and PPHs have access to, including email and central databases.
- Information that we generate in the course of operating SCIO's IT systems, or which we obtain from third party suppliers, for example telephone records provided by suppliers of telephone systems.

### Details of our processing activities, including our lawful basis for processing

Details setting out the processing activities that we undertake, the source of the data, the reasons why we process them, how long we keep them, and the lawful basis we rely on are available in

*Appendix 6: IT, p. 97.*

It includes monitoring that may occur of use of telephone and IT services, including, subject to certain safeguards, email content, internet use and/or telephone records for the purpose of ensuring that such services are not used for unlawful purposes, or otherwise breach the SCIO's and/or Wycliffe Hall's/the University's ICT regulations. Safeguards are set out to ensure that an individual's privacy is respected appropriately. The lawful basis for such processing is that SCIO has a legitimate interest in maintaining the integrity of its systems, to investigate misuse, and in taking action to prevent misuse recurring.

## Web

This section explains what personal data SCIO (“us” or “we”) gathers and holds about visitors to our website (“you”), how we use them internally, how we share them, how long we keep them, and what your legal rights are in relation to them. If you access other websites, include those linked to on our site, you will need to consult the appropriate information on other sites for information on their policies and or statements.

### What personal data we hold about you and how we use it

Whenever you use a website, mobile application or other Internet service, certain information is created and recorded automatically. The same is true for our website, being those pages with URLs starting [www.scio-uk.org](http://www.scio-uk.org).

In addition to the data we gather via web forms placed on our site (the handling of which will be governed by the relevant data protection notice covering the circumstances and context), we collect and generate a variety of data via our website(s).

Categories of data that we collect, store, and use include (but are not limited to):

- Log data: Whenever you use our website, our servers automatically record information (“log data”) regarding that access, including:
  - Any data sent by your browser or mobile app to enable you to access the site.
  - Internet Protocol (IP) address of the connecting device or other unique device identifiers.
  - Browser type and setting for the connecting device.
  - The date and time of access.
  - Details of any attempts to log on to closed systems.
- Cookie data: We may use “cookies” (small text files sent by your computer each time you visit our website, unique to your visit or your browser) or similar technologies to record additional information. Our cookies record information including:
  - Language preferences.

For further information on the cookies used and the data each collects, please see the privacy notice at <http://www.scio-uk.org/privacy-cookies/>.

Most data collected are statistical data about our users' browsing actions and patterns, and does not identify any individual. However, there may be occasions where browsing patterns are connected to IP addresses or location data such that the data as a whole are personal data.

Whether we collect some of the above information often depends on your device type and settings. To learn more about what information your device makes available to us, please also check the policies of your device manufacturer or software provider

## Data that you provide to us and the possible consequences of your not providing them

The data that we collect via our website in the course of your accessing it, are provided by you on a voluntary basis. If you elect to adjust your browser settings to reject cookies, it may affect your experience in using the site, in the event that any blocked cookies support functionality.

## Other sources of your data

Apart from the data that you provide to us, we may also receive data about you from other sources:

- We may get information about you and your activity outside SCIO from other third parties we work with. For example:
  - Google Analytics shares information with the websites or apps where it runs to provide statistics. We also receive this information, which may include information such as whether clicks on other sites led to visits to our site. For more information about Google Analytics see <http://www.google.com/analytics/>.

## Appendix I: Students

### 1: Academic details

*Your dates of attendance, course of study and outcome of your studies, results of SCIO examinations and assessments, awards, scholarships, and prizes conferred. Records of your student status, including whether you are on the visiting student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.*

Source of the data	We obtain this data from you; We generate this data about you; We obtain this data from Wycliffe Hall/University of Oxford.
Why we process it	So that we have a record of your results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.
How long we keep it	Permanently.
Our lawful basis for processing	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out in the public 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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in processing this data so that it can deliver your course.  Where we keep information for the purposes of the SCIO archive, SCIO has a legitimate interest in maintaining a record of who has attended, the results, awards, prizes and scholarships that were awarded, so that it may provide references and verify attendance and as part of its historic archives.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 2: Health details

*Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford; We obtain this data from third parties, such as medical professionals that you ask to provide us with information.
Why we process it	When we consider what reasonable adjustments to make to our provision of accommodation, catering or teaching or we need to take account of any dietary

	requirements you have (whether for medical or belief reasons), or where there is a medical emergency, and any decisions that we take as a result.
How long we keep it	EITHER: For 6 years after the end of the academic year you cease to be a registered student.  OR IF RETAINED IN ARCHIVE:  Permanently.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in taking such information into account when it makes decisions that may affect your health, wellbeing or ability to participate.  Processing is also necessary for compliance with equality law, and/or food safety law.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where SCIO 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 SCIO must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.  The processing is also necessary for the exercise of a protective function.  In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
Criminal conviction/criminal allegation grounds	N/A

### 3: Special category details

*Information about your ethnicity, health, religion, or philosophical beliefs and/or sexuality processed for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment, with a view to enabling such equality to be promoted or maintained.*

Source of the data	We obtain this data from you;  We obtain this data from Wycliffe Hall/University of Oxford;
Why we process it	For equality monitoring purposes
How long we keep it	Permanently in the SCIO archive.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest in monitoring and promoting equality of opportunity.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018

Special category- details of public interest etc (where appropriate)	The processing is necessary for equality of opportunity or 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.
Criminal conviction/criminal allegation grounds	N/A

#### 4: Student performance and attendance

*Records of student performance and attendance, including records of student self-assessment.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To help develop and guide you during your studies, our tutors monitor and assess your contributions in tutorials, including your written work, provide feedback and may ask you to self-assess your progress.
How long we keep it	Either for 6 years after the end of the academic year you cease to be a registered student, or permanently if retained in archive.
Our lawful basis for processing	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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in keeping such records to help develop and guide students during their studies.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

#### 5: Academic assistance

*Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	We process this information and make decisions about you when you ask us to, and in accordance with SCIO's policies relating to such requests.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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;

	<p>Processing is necessary for the performance of a task carried out in the public interest</p> <p>Processing is necessary for compliance with a legal obligation</p>
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in ensuring that such requests for assistance are considered pursuant to its procedures and in accordance with relevant legislation.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	<p>Where SCIO 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. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning equality and to make reasonable adjustments.</p> <p>The processing is also necessary for the exercise of a protective function.</p> <p>In both cases, the processing must be carried out without consent so as not to prejudice those purposes.</p>
Criminal conviction/criminal allegation grounds	N/A

## 6: Student help

*Records of student assistance or hosting at events, consisting of the name and contact details of the helper/host, records of the hours worked and, where applicable, records of any payments or other benefits paid by SCIO.*

Source of the data	We obtain this data from you
Why we process it	So that we have records of which students act as hosts on open days and can administer our open days [WHERE APPLICABLE: and can make payments/provide other benefits to student hosts/helpers].
How long we keep it	<p>For 6 months after the end of the academic year you cease to be a registered student.</p> <p>[WHERE APPLICABLE: if records need to be held longer for tax/accounting purposes where students are paid, SCIO's should amend the period accordingly]</p>
Our lawful basis for processing	<p>[WHERE THERE IS A CONTRACT: Processing is necessary for performance of our contract with you];</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>
Details relating to lawful basis (where applicable)	SCIO and prospective students attending open days have a legitimate interest in current students acting as hosts, to give prospective students an insight into SCIO life.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A



## 7: Accommodation details I: tenancy

*Details of your accommodation tenancy or licence agreement, including the duration of your occupancy, payments you have made and decisions about accommodation applications and room allocation.*

Why we process it	In order to provide you with accommodation.
How long we keep it	Records relating to accommodation tenancy or licence agreements will be retained for 6 years after the end of the academic year when your tenancy or licence ends.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO and its residents have a legitimate interest in SCIO providing accommodation and operating it efficiently and safely.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 8: Accommodation details II: other

*Other records relating to your accommodation, for example your contact information, room preferences, absences and absence requests, lost property records, records of your accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy.*

Source of the data	We obtain this data from you
Why we process it	In order to provide you with accommodation and related services and so that we have records for safety purposes of who is in SCIO premises.
How long we keep it	These records will be retained for six months after your tenancy or licence ends.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO and its residents have a legitimate interest in SCIO providing accommodation and operating it efficiently and safely.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 9: Room and facility bookings

*Records of requests and bookings for rooms and facilities for events held by students/student societies, including records of any decisions SCIO makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of SCIO and for visiting speakers.*

Source of the data	We obtain this data from you
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	We generate this data about you
Why we process it	As part of the system for providing SCIO facilities to students and student societies.
How long we keep it	Records will be retained for one year from the date on which a decision is made.
Our lawful basis for processing	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 the performance of a task carried out in the public interest;  Processing is necessary for compliance with a legal obligation.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in ensuring that such requests and bookings are considered pursuant to its procedures and in accordance with relevant legislation.  SCIO has a legal obligation under the Education (No 2) Act 1986 to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of SCIO and for visiting speakers.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where SCIO processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning freedom of speech within the law.  The processing is also necessary for the exercise of a protective function.  In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where SCIO processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning freedom of speech within the law.  The processing is also necessary for the exercise of a protective function.  In both cases, the processing must be carried out without consent so as not to prejudice those purposes.

## 10: Financial details

*Financial information including your contact information and details of invoicing and payment (including payment information such as credit card or banking payment information) of charges and fees namely: SCIO fees, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you.*

Source of the data	We obtain this data from you
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	We generate this data about you
Why we process it	In order to provide your course, accommodation and associated services.
How long we keep it	EITHER: Records of outstanding payments will be retained until they are paid in full. Records relating to invoicing and payment details will be retained for six months after the date on which you cease to be a registered student at SCIO. OR IF RETAINED IN ARCHIVE: Permanently
Our lawful basis for processing	Processing is necessary for performance of our contract with you;
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 11: University fees

*We also collect University Fees on behalf of the University; the University informs us what you owe so that we may do this. We transfer the fees to the University, which then updates the record of what you owe.*

Source of the data	We generate this data about you We obtain this data from Wycliffe Hall/University of Oxford
Why we process it	We collect fees due to the University on its behalf and account to it for such fees.
How long we keep it	EITHER: For 6 years after the end of the academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.
Our lawful basis for processing	Processing is necessary for the performance of your contract with the University. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	The University has a legitimate interest in collecting fees due to it.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 12: Applications

Information that you submitted to SCIO and Wycliffe Hall/University of Oxford, when you applied to study at Oxford, including your academic transcript, language proficiency and personal statements; details of our admissions decision about you. Details of any references, written work, or research proposals you submit as part of your application, and any records we make of your application or interview. Communications between us about your admission, including feedback we provide.

Source of the data	We obtain this data from you
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	<p>We obtain this data from Wycliffe Hall/University of Oxford</p> <p>We generate this data about you</p> <p>We may also obtain this data from schools or referees</p>
Why we process it	So that we have a record of our admissions decisions and can administer your application and your course. Also so that we have information and about your background and history if we are asked to provide a reference at a later date.
How long we keep it	Permanently.
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p>
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in being able to provide references to its students and former students.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 13: Criminal records

*Details of any criminal records that you declare to us on your application, or during your studies, or of any criminal incidents or allegations concerning you reported to us by anyone else.*

Source of the data	<p>We obtain this data from you;</p> <p>We generate this data about you;</p> <p>We may obtain this data from third parties.</p>
Why we process it	So that SCIO is a safe and secure environment.
How long we keep it	Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data permanently.
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p>
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in requiring DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	<p>Where SCIO processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.</p> <p>The processing is also necessary for the exercise of a protective function.</p>

	In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	<p>Where SCIO processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.</p> <p>The processing is also necessary for the exercise of a protective function.</p> <p>In both cases, the processing must be carried out without consent so as not to prejudice those purposes.</p>

#### 14: Fee status

Your fee status (e.g. home, EU, or international) and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, details of any guarantee from parents or others, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self-funding resources, including copies of evidence you submit) and decisions that we make in light of that information.

Source of the data	<p>We obtain this data from you;</p> <p>We obtain this data from Wycliffe Hall/University of Oxford;</p> <p>We generate this data about you</p> <p>We obtain this data from third parties (e.g. parents, sponsors, guarantors).</p>
Why we process it	In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for compliance with a legal obligation</p>
Details relating to lawful basis (where applicable)	<p>Legislation determines to an extent the level of fees you are required to pay, based on your country of residence.</p> <p>SCIO has a legitimate interest in being able to satisfy itself that students have appropriate arrangements are in place to meet the costs of their course and living expenses.</p>
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 15: Disciplinary, harassment, or grievance records

*Disciplinary, harassment or grievance records if a disciplinary, harassment, grievance or other complaint is made by you or about you to SCIO, including records of any investigation and / or decision that we take, and of any appeals process.*

Source of the data	<p>We obtain this data from you;</p> <p>We obtain this data from Wycliffe Hall/University of Oxford;</p> <p>We generate this data about you</p> <p>We obtain this data from third parties</p>
Why we process it	So that SCIO can maintain appropriate standards of conduct and behaviour for the benefit of all its members and visitors.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p>
Details relating to lawful basis (where applicable)	SCIO, its staff and students have a legitimate interest in SCIO being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	<p>Where SCIO 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. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning equality and to make reasonable adjustments.</p> <p>The processing is also necessary for the exercise of a protective function.</p> <p>In both cases, the processing must be carried out without consent so as not to prejudice those purposes.</p>
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	<p>Where SCIO 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. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning equality and to make reasonable adjustments.</p> <p>The processing is also necessary for the exercise of a protective function.</p> <p>In both cases, the processing must be carried out without consent so as not to prejudice those purposes.</p>

## 16: Records of SCIO cultural life

Records of SCIO cultural life: photographs and written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.

Source of the data	We obtain this data from you We generate this data about you We obtain this data from third parties
Why we process it	To allow SCIO's cultural life to function and flourish, and in order to maintain a record of SCIO life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of SCIO's own archive record of what its members have achieved over time.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining a record of its cultural life, including for researchers and future students.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 17: Meal bookings and attendance

Source of the data	We obtain this data from you
Why we process it	So that we may provide catering services to students and invoice them correctly for the services provided.
How long we keep it	For no more than 3 months after the end of the academic year when you cease to be a registered student.
Our lawful basis for processing	Processing is necessary for performance of our contract with you.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 18: Legal records

*Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.*

Source of the data	We generate this data about you
Why we process it	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.
How long we keep it	These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be

	retained for a longer period (for example in connection with legal advice, or in relation to auditing obligations).
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes special category data for these purposes, SCIO is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.

## 19: Passport records for overseas trips and events

Source of the data	We obtain this data from you
Why we process it	Where SCIO organises an event abroad (for example a SCIO Choir event).
How long we keep it	For no more than 3 months after the date on which you return from the overseas event/trip.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in arranging cultural events abroad.
Special category grounds	Explicit consent
Criminal conviction/criminal allegation grounds	N/A

## 20: Records confirming entitlement to UK study

*Information and copies of records confirming your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student visa and/or biometric residence permit, attendance records. We also have access to the University's system that shows whether you have the right to work in the UK.*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford;
Why we process it	
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO, its students and the University have a legitimate interest in SCIOs being able to provide information to the University in order to enable it to comply with immigration law obligations.  In the case of right to work information, the processing is necessary for SCIO to comply with the requirements of UK Visas and Immigration under immigration law.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 21: Visa application records

*We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it has records of students' entitlement to study. We also provide the University with students' name, date of birth, passport number, course, fees paid and due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	Overseas students need visas in order to attend university.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 22: Emergency contact details

Source of the data	We obtain this data from you
Why we process it	So that we are able to contact people close to you in the event of an emergency.
How long we keep it	For 6 years after the end of the academic year when you cease to be a registered student.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest in SCIO being able to contact someone you nominate for emergency situations.
Special category grounds	N/A

Criminal conviction/criminal allegation grounds	N/A
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## 23: Contextual admissions

The role of contextual admissions data is explained more fully on the University's website, but is taken into account when deciding whether to invite applicants for interview (in addition to candidates who have met the usual departmental admissions criteria): <https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/contextual-data?wssl=1>.

SCIO's student programmes do not include matriculated students, and so this provision does not apply.

## 24: Personal terms and conditions of study

Information about your contractual terms and conditions, personal tutor or pastoral carer, university card number, contact details and any carer responsibilities that you tell us about.

Source of the data	We obtain this data from you We generate this data about you
Why we process it	So that we are able to deliver your course and can take account of your circumstances when we deliver it.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in being able to take account of relevant circumstances when providing your course.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 25: SCIO JCR committee meetings and events

*Records of attendance at and participation in SCIO committee meetings*

Source of the data	We generate this data about you
Why we process it	Where you are a student member of the SCIO JCR committee where a SCIO staff person has been invited to participate, we may record details of your involvement in the meeting, in internal communications, and at the events themselves.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> . Other records will be held for 6 years after the end of the academic year when you cease to be a registered student.

Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in having student representatives on certain committees, and it is necessary to process your data for those committees to function properly.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 26: Financial support

*Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds. This includes communications that we send and receive to third parties that provide financial support.*

Source of the data	We obtain this data from you We generate this data about you We may receive decisions from third parties that provide financial support
Why we process it	In order to make decisions about financial support and to ensure that SCIO is encouraging and supporting participation by talented people from all backgrounds.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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 performance of a task in the public interest.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 27: Records relating to degree ceremonies

*SCIO's student programmes do not include matriculated students, and so this provision does not apply.*

## 28: Prizes, scholarships and awards

*Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	In order to decide who is to receive scholarships, awards or prizes.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .

Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 29: Prizes, scholarships and awards: third party donors

Source of the data	We obtain this data from you We generate this data about you; We receive this information from third party donors.
Why we process it	In order to decide who is to receive scholarships, awards or prizes.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	We will only share your information with such a donor with your consent.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 30: Student debt

Student debtor records and records of debts recovered, records of decisions we take about debts.

Source of the data	We generate this data about you
Why we process it	In order to consider and take appropriate action. Depending on the circumstances this may include exploring alternative funding options and support that SCIO may offer, instalment payments, considering and implementing other measures to recover debts, such as late payment charges, disciplinary options and/or debt recovery action.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in being able to collect debts owed by students and former students.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 31: Library access and book records

*SCIO library access and book borrowing. Also correspondence with Wycliffe Hall library and other University/college libraries concerning book borrowing, library records, and fines.*

Source of the data	We generate this data about you We receive this information from Wycliffe Hall and other College and University libraries
Why we process it	To operate SCIO library facilities.
How long we keep it	These records will be retained for a period of one year from the date of closure of your library account.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in being able to operate its library and collect fines in accordance with its regulations and procedures.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 32: Programme decisions

*Records of any decisions that you tell us about regarding your programme, such as options you wish to take, or if you decide to change or withdraw from your programme, intermit or suspend your studies. Records of any decisions we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	In order to consider and make decisions about your requests.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in being able to make decisions about your requests in accordance with its regulations and procedures.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 33: Welfare and pastoral care records

*Welfare records, including confidential records about requests for support and counselling, and of support and pastoral care provided.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	In order to provide support and counselling services to our students.
How long we keep it	For 6 years after the end of the academic year when you cease to be a registered student.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest in providing and having access to support and counselling services.
Special category grounds	Explicit consent

### 34: Opting out: records

*Records of students who have opted out of public display of their results/scholarships/awards/prizes*

Source of the data	We obtain this data from you
Why we process it	In order to comply with student requests
How long we keep it	For no more than 3 months after the end of the academic year when you cease to be a registered student.
Our lawful basis for processing	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 35: Mailing lists

*Mailing lists informing you about events and other information about SCIO and University.*

Source of the data	We generate this data about you
Why we process it	To enable students to participate in SCIO events
How long we keep it	Your email contact data will be removed from mailing lists within three months of the date on which you cease to be a registered student at SCIO.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms

Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest that students are notified of information about SCIO and University (for example, events).
Special category grounds	
Special category- details of public interest etc (where appropriate)	
Criminal conviction/criminal allegation grounds	
Criminal conviction/criminal allegation grounds (further information)	

### 36: Marketing and outreach materials

*Student information that appears in marketing and outreach materials, such as photographs of students and quotations about their experience, records of any students that participate in outreach activity.*

Source of the data	We obtain this data from you
Why we process it	To promote SCIO to potential applicants.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> . Student information may be transferred to the SCIO archives for purposes in the public interest, or for historical research purposes as a record of SCIO life.
Our lawful basis for processing	You have given your consent to the processing for one or more specific purposes
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 37: Undergraduate research student records

Undergraduate research student records, including details of your supervisor, the supervision process, examiner, SCIO advisor, thesis title, submission details and outcomes, progress reports, records of meetings about your progress.

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	In order to monitor your progress and make decisions about it.
How long we keep it	Permanently in the SCIO archives: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	Processing is necessary for performance of our contract with you.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

### 38: Medical assistance

Records of medical advice and first aid treatment, and referral details for medical assessment and possible treatment by a health care professional

Source of the data	We obtain this data from you We generate this data about you
Why we process it	
How long we keep it	For 3 years after the end of the academic year when you cease to be a registered student, or when you reach age 21, whichever is later.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in making a SCIO nurse available to provide basic medical advice and treatment to its students.
Special category grounds	Processing is necessary for health purposes under the Data Protection Act 1988.
Criminal conviction/criminal allegation grounds	N/A

### 39: Archival data

Data listed in this table that we hold after the end of your contract with us, including data that we hold permanently for archiving and research purposes.

Source of the data	We obtain this data from you We generate this data about you We obtain this data from Wycliffe Hall/University of Oxford
Why we process it	In order to provide references, and so that we have a record if required by a regulator, for archiving and research purposes and/or for the purposes of legal claims.
How long we keep it	See periods listed elsewhere in this table.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in being able to provide references to its students and former students, and in being able to provide information to regulators, and/or defend or make legal claims.  SCIO also has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity, history and research tradition, and in maintaining such records for future research.
Special category grounds	Processing is necessary for the establishment, exercise or defence of legal claims.  Processing is necessary for archiving in the public interest, and/or for historical research purposes.



Special category- details of public interest etc (where appropriate)	<p>There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.</p> <p>SCIO 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.</p>
Criminal conviction/criminal allegation grounds	<p>Processing is necessary for the establishment, exercise or defence of legal claims.</p> <p>Processing is necessary for archiving in the public interest, and/or for historical research purposes.</p>
Criminal conviction/criminal allegation grounds (further information)	<p>There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.</p> <p>SCIO 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.</p>

#### 40: References we provide

Source of the data	We generate this data about you
Why we process it	Where we are asked to provide a reference for you.
How long we keep it	<p>Copies of references will be kept for six years from the date of provision of the reference. An entry noting that a reference was provided will be retained on your permanent record.</p> <p>Permanently in the SCIO archives: see <i>Appendix 7: Archives</i>.</p>
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO, its students and the recipients of references have a legitimate interest in providing and receiving references.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## Appendix 2: Staff and tutors

### 1: Dietary information

Source of the data	We obtain this data from you
Why we process it	To ensure that you are provided with foods meeting your personal, philosophical and health requirements.
How long we keep this data	We retain this information for the length of your employment contract, in order to ensure you are provided with foods meeting your personal requirements. This information will be deleted immediately upon termination of your employment.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with food safety and food standards law. We, and you, also have a legitimate interest in ensuring that you receive appropriate service on an ongoing basis.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data in relation to your dietary requirements, SCIO does so in pursuit of its compliance with consumer protection, health and safety and equality legislation. It processes the data for the purposes of preventing an unlawful breach of such legislation and/or the exercise of functions pursuant to its legal obligations.
Criminal Conviction Grounds	N/A

### 2: Recruitment records

*Your personal contact details, application paperwork, evidence of qualifications, references, requests for special arrangements or waiver of eligibility criteria, and selection committee reports. (Not including criminal conviction data, if applicable).*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford; We generate this data about you
Why we process it	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 SCIO compliance with immigration law, and/or entered into The SCIO archive after 6 years.
How long we keep this data	Unsuccessful applicant data is erased after [one] calendar year has passed, except: 1. to the extent that details are recorded in SCIO administrative records, such as formal staff minutes, such documents are stored in the SCIO archive permanently;

	<p>2. a skeleton record, consisting of name, position applied, and date of application will be retained permanently in the SCIO archive;</p> <p>3. where the successful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by SCIO/Wycliffe Hall, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by SCIO for the time periods required under UK Visas and Immigration guidance, as amended from time to time:</p> <p>(1) All applications shortlisted for final interview in the medium in which they were received (e.g. emails, application form, cv).</p> <p>(2) The names and total number of applicants short-listed for final interview</p> <p>(3) Notes from the final interviews conducted</p> <p>(4) Documented reasons why each rejected EEA national who attended a final interview was not employed. Reasons must directly relate to the essential selection criteria for the post.</p>
Our lawful basis for processing	<p>Processing is necessary in order to take steps at your request prior to entering a contract</p> <p>Processing is necessary for compliance with a legal obligation</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records.
Special category grounds	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
Criminal Conviction Grounds	N/A

### 3: Passport, right to work, and visa information

Source of the data	<p>We obtain this data from you;</p> <p>We obtain this data from Wycliffe Hall/University of Oxford;</p>
Why we process it	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.
How long we keep this data	These records must be kept for the duration of employment and for a further two years after the University ceases to sponsor the visa holder [Home Office and UK Visas and Immigration retention requirement].
Our lawful basis for processing	<p>Processing is necessary in order to take steps at your request prior to entering a contract.</p> <p>Processing is necessary for compliance with a legal obligation.</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p>
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with immigration and employment law.

Special category grounds	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
Criminal Conviction Grounds	N/A

#### 4: Appointment records I

##### *Criminal conviction and Disclosure and Barring Service information*

Source of the data	We obtain this data from you Third party
Why we process it	As part of the application process to assist us in making recruitment decisions.
How long we keep this data	For 6 months following your appointment to the relevant role. Information relating to criminal convictions collected in the course of the recruitment process will be deleted once the DBS check has yielded a satisfactory or unsatisfactory result. DBS certificate information will be retained for 6 months from the date of your appointment.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	To the extent that a role will involve working with minors, processing is necessary for compliance with safeguarding law.
Special category grounds	N/A
Criminal Conviction Grounds	The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction grounds (further information)	Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment, in circumstances where SCIO has an appropriate policy document in place.  Processing is necessary for the protection of the public against dishonesty, unfitness or incompetence.

#### 5: Recruitment records II: equality monitoring data

##### *This may consist of data concerning health, sexuality, ethnicity or religious beliefs.*

Source of the data	We obtain this data from you
Why we process it	For equality or monitoring purposes.
How long we keep this data	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for SCIO records and monitoring purposes.

Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with equality law.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	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.
Criminal Conviction Grounds	N/A

## 6: Recruitment records III: communications

*Communications regarding our decisions (rejections, shortlists, interview invitations, offers)*

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees or office-holders at SCIO.
How long we keep this data	Recruitment records of successful applicants will be retained for 7 years from the date of the end of your contract of employment. Recruitment records for unsuccessful applicants will be destroyed three months from the date of completion of the recruitment process.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO stores various records in compliance with immigration law requirements.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 7: Appointment records I: contract information

*Role details, negotiations, probation period and contract details.*

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	To record the terms under which staff and office-holders are engaged by SCIO.
How long we keep this data	Appointment records will be retained for 7 years from the date of termination of your employment. This is in order to maintain complete and accurate records of your employment contract.

Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 8: Appointment records II: Equality monitoring data

Source of the data	We obtain this data from you
Why we process it	For equality or monitoring purposes.
How long we keep this data	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for SCIO records and monitoring purposes.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with our obligations under equality law, employment law and laws specific to the higher education sector.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	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. In relation to The SCIO archives, SCIO has a legitimate interest in holding a record of its equality information over time.
Criminal Conviction Grounds	N/A

## 10: Recruitment records: medical/health and disability information

Source of the data	We obtain this data from you
Why we process it	To enable us to make appropriate adjustments during the recruitment process
How long we keep this data	One year from the time a decision is made on the application.
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with equality law
Special category grounds	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
Criminal Conviction Grounds	N/A

## 11: Appointment records: medical/health and disability information

Source of the data	We obtain this data from you
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Why we process it	To enable us to make reasonable adjustments on commencement of your employment by SCIO.
How long we keep this data	This information will be held for no more than 3 months from the date of the end of your employment.
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with equality law.
Special category grounds	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
Criminal Conviction Grounds	N/A

## 12: Photographs (formal)

Source of the data	We generate this data about you
Why we process it	To enable visual identification of staff and office-holders for security purposes. To publish images of staff and office-holders to enable identification by students, colleagues and third parties.
How long we keep this data	Permanently. This data will be held as part of the skeleton record of your employment for the purposes of SCIO records and archives.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We have a legitimate interest in ensuring the security of our premises and the exclusion of non-authorised individuals. We, your colleagues, students and others also have a legitimate interest in being able to identify you. In relation to The SCIO archives, SCIO has a legitimate interest in holding a visual record of employees and office-holders over time.
Special category grounds	N/A

## 13: Expenses and reimbursements

*Bank account, sort code and personal card details, expense allowances and expense claims.*

Source of the data	We obtain this data from you
Why we process it	To enable us to monitor expense claims made and make necessary payments.
How long we keep this data	Data relating to expenses allowances and expense claims will be retained for 7 years from termination of your employment.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in operating and ensuring appropriate use of SCIO's expenses system.

Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 14: Salary and payment

*Bank account, sort code, BACS ID, National Insurance number, salary details, payslips, bonus details, tax forms, tax codes and payments information*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	Processing is necessary for the operation of SCIO payroll and benefits system.
How long we keep this data	PAYE and payroll data will be retained for 7 years from termination of your employment for the purposes of reporting to HMRC.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 15: Security I: records

*Security records, including CCTV, access control records and access logs . Security incidents, accident reports and health and safety records*

Source of the data	We generate this data about you
Why we process it	To monitor the attendance of people on SCIO premises, as part of SCIO's safety and security arrangements.
How long we keep this data	CCTV records, access control ,and access logs are retained for six months. Security incidents, accident reports, and health and safety records are retained for 6 years from creation. If such incidents are mentioned during governing body sessions, the minutes will be retained in The SCIO archive permanently.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We, and residents of SCIO, have a legitimate interest in restricting access to SCIO property to authorised persons, maintaining a record of access and maintaining a record of incidents occurring on SCIO property.
Special category grounds	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.
Special category- details of public interest etc (where appropriate)	SCIO also processes special category information in pursuit of a substantial public interest under the Data Protection Act 2018: exercising our functions and/or detecting or preventing unlawful acts under Health and Safety and similar legislation.



Criminal Conviction Grounds	The processing is necessary in connection with legal proceedings (including prospective legal proceedings), obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights.  The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018.
Criminal conviction grounds (further information)	Where data is recorded concerning criminal offences/allegations relating to you.

## 16: Security II: access

### *Allocation of key fobs/access cards*

Source of the data	We generate this data about you
Why we process it	To enable you to access SCIO facilities while maintaining the security of SCIO
How long we keep this data	This information will be retained for one year after termination of your employment.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 17: Housing I: contractual

### *Housing applications, information, decisions and arrangements: tenancy applications, related correspondence, tenancy agreements, rents, deposits and fee details*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	For the management of SCIO-owned housing used for employee and office-holder occupation.
How long we keep this data	Records relating to housing applications will be retained for 7 years from the date on which the tenancy ends [HMRC retention requirement].
Our lawful basis for processing	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 compliance with a legal obligation
Details relating to lawful basis (where applicable)	We are required by law to place deposits in certain deposit schemes, and hold appropriate records in relation to the same.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 18: Housing II: occupancy issues

*Housing applications, information, decisions and arrangements: details of SCIO-owned residential property occupants, including names, ages, disability details, nationality and immigration status data.*

Source of the data	We obtain this data from you
Why we process it	For the proper management of SCIO-owned housing used for employee and office-holder occupation.
How long we keep this data	These records will be retained for one year from the date on which the tenancy ends, or until superseded by a follow-up check [Home Office retention requirements].
Our lawful basis for processing	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 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
Details relating to lawful basis (where applicable)	We are required by law to confirm and hold appropriate records regarding the immigration status of tenants. We also have a legitimate interest in knowing who the occupants of SCIO properties are.
Special category grounds	Explicit consent
Criminal Conviction Grounds	N/A

## 20: Photographs (informal)

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you Third party
Why we process it	Photographic records of SCIO life, including attendance at events and society memberships, are created on an ongoing basis. The SCIO archives collect and store copies of such materials.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in creating a historical archive recording SCIO life.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 21a: Pension membership

*Pension membership data including identification numbers, quotes and projections, terms, opt-in and opt-out notices, benefits and contributions*

Source of the data	Third party
Why we process it	In order to enable your enrolment in to your pension scheme and to make our contribution.
How long we keep this data	<p>Most records relating to your pension will be retained for up to 6 years following the end 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.</p> <p>It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, permanently.</p>
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>
Details relating to lawful basis (where applicable)	We, and you, have a legitimate interest in being able to request this data from the pensions provider at your request, and discussing it with you, including any implications of adjustments.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 21b: Pension membership: further details

*Other data relating to your occupational pension scheme, including:*

- 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.*

Source of the data	<p>We obtain this data from you</p> <p>We generate this data about you</p>
Why we process it	In order to be able to provide required information to your occupational pension scheme provider.
How long we keep this data	Most records relating to your pension will be retained for up to 6 years following the end 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, permanently.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We, and you, have a legitimate interest in being able to provide this information to your occupational pension scheme provider, to enable the provider to operate the pension in accordance with the scheme and your and their respective rights and obligations.
Special category grounds	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
Criminal Conviction Grounds	N/A

## 22: Work-related meetings

*Details of your attendance at, and participation in, SCIO administrative or staff meetings, sub-committees, and working groups etc.*

Source of the data	We generate this data about you
Why we process it	As a formal record of matters relating to the administration and management of SCIO business. Copies of the records are also provided to and stored by The SCIO archives.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the performance of a task carried out in the public 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
Details relating to lawful basis (where applicable)	To the extent that the business of the relevant bodies forms an integral part of the provision of University education or publicly-funded research carried out in the public interest, the processing is necessary for the performance of SCIO's public task.  As regards other aspects of such records, we have a legitimate interest in compiling a record of administrative and managerial matters, including details of those involved, decisions made and outcomes. SCIO also has a legitimate interest in the addition of such records to The SCIO archives.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 23: Conflict of interest declarations

Source of the data	We obtain this data from you
Why we process it	To enable us to identify when your personal or family interests and/or loyalties conflict with those of SCIO.

How long we keep this data	These records will be kept for 6 years from the termination of employment. If declarations are mentioned during governing body sessions, the minutes will be retained in The SCIO archive permanently.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in understanding when your interests may conflict with those of SCIO, and when you will be unable to contribute to SCIO management and/or decisions. In certain circumstances we may also have a legal obligation to process this data.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 24: Next of kin/emergency contact data

Source of the data	We obtain this data from you
Why we process it	To enable us to contact appropriate individuals in the event that you are injured, become unwell, or there other relevant cause for concern regarding your well-being.
How long we keep this data	This data will be destroyed within three months of the date of termination of your employment.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	It is in you, and our, legitimate interests for us to have the means to contact a family member or other designated representative in a situation where there is significant concern for your welfare.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 25: Health and safety assessments

Source of the data	We obtain this data from you
Why we process it	To enable us to make appropriate adjustments to your working environment and duties to accommodate changes in your physical and/or mental condition.
How long we keep this data	This data will be retained for 6 years from the date of termination of your employment, unless the assessment relates to the conduct and results of risk assessments of work which exposes employees to asbestos where records of assessments will be retained for 40 years.
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Details relating to lawful basis (where applicable)	Processing is necessary to comply with Health and Safety law

Special category grounds	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
Criminal Conviction Grounds	N/A

## 26: Work schedules

*Staff rotas, flexible and part-time working arrangements, time sheets, casual work claim forms, and attendance records*

Source of the data	We generate this data about you
Why we process it	For payroll administration and employee performance monitoring.
How long we keep this data	This data will be retained for 7 years.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 27: Probation period records

*Probation period records, including dates, duration, feedback and evaluations, and materials relating to any decisions made*

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	To manage the probationary period in line with your contract with SCIO and SCIO procedures.
How long we keep this data	This data will be retained for 7 years from the date of termination of your employment.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 28: Learning and development records

*Learning and development records, including your attendance, completions, and certifications*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	As part of an accurate and up to date record of your employment by SCIO.
How long we keep this data	This data will be held for 6 years from the date of termination of your employment.
Our lawful basis for processing	Processing is necessary for performance of our contract with you.

	<p>Processing is necessary for compliance with a legal obligation.</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>
Details relating to lawful basis (where applicable)	<p>Processing in some instances is necessary to comply with our legal obligations in relation to the mandatory provision of training on specific issues to employees and office holders.</p> <p>We , and you, also have a legitimate interest in our holding an up to date record of your learning and development achievements, for workforce planning and recognition.</p> <p>We also have a legitimate interest in holding this data in The SCIO archive as part of our record of SCIO life.</p>
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 29: Promotion and progression materials

*Promotion and progression materials including applications, references and supporting materials, records of deliberations, decision notifications, feedback and awards; long service awards*

Source of the data	<p>We obtain this data from Wycliffe Hall/University of Oxford.</p> <p>We obtain this data from you.</p> <p>We generate this data about you.</p> <p>Third party</p>
Why we process it	For the proper functioning of the promotion application and award process. relevant personal data may also be placed in The SCIO archives as part of the record of SCIO committee discussions.
How long we keep this data	This data will be retained for a period of 6 years from termination of your employment. Data which is of particular public, scientific or historical interest will be retained permanently as part of The SCIO archives.
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you.</p> <p>Processing is necessary in order to take steps at your request prior to entering a contract.</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>
Details relating to lawful basis (where applicable)	In relation to The SCIO archives, SCIO has a legitimate interest in holding records about employee and office-holder advancement.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 30: Grievances

*Grievances and related investigations raised with SCIO and relating to you, including records of any investigation and/or decision that we take, and of any subsequent appeal of resolution*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	As an employer we are required to make appropriate records as part of the handling of grievances and related investigations.
How long we keep this data	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.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	Processing of this data is necessary to comply with employment law. We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.
Special category grounds	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
Criminal Conviction Grounds	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

### 31: Teaching schedule

*Teaching schedule information, including details of subjects taught, and size, timing and location of teaching sessions*

Source of the data	We generate this data about you
Why we process it	As part of the administration and management of SCIO teaching activities.
How long we keep this data	This data will be retained for one year from the end of the relevant academic year.
Our lawful basis for processing	Processing is necessary for the performance of a task carried out in the public 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
Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest in processing data relating to teaching schedules and related information.
Special category grounds	N/A
Criminal Conviction Grounds	N/A



### 32: Pastoral care records

*Pastoral care records (SCIO provision of pastoral care to students), including details of your pastoral responsibilities, advisees, interventions, and advice*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	As part of the pastoral care provider's records, and to create a record for future consultation in the event of complaints.
How long we keep this data	This data will be retained for a period of 6 years from the date on which the student left SCIO or permanently if entered as part of the SCIO archive.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in recording pastoral care information, in order to assess the proper functioning of the pastoral care system and to be able to handle complaints received in relation thereto. Pastoral care providers also have a legitimate interest in the creation of appropriate records of pastoral care received.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 33: Room bookings

Source of the data	We obtain this data from you We generate this data about you
Why we process it	As part of the administration and management of SCIO property.
How long we keep this data	This data will be retained for one year from the end of the relevant academic year.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in the proper management of SCIO facilities, in maintaining the security of SCIO premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking SCIO facilities.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 34: Contact details

*Contact details (name, addresses, telephone numbers), as amended from time to time*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford;
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	We generate this data about you
Why we process it	In order to be able to contact you in your role as an employee or office holder at SCIO, and (where applicable) to comply with immigration law. These details will also appear on documents and materials held in The SCIO archive.
How long we keep this data	Your contact details will be retained permanently in the SCIO archive: see <i>Appendix 7: Archives</i> .
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	[IF THE INFORMATION IS HELD IN THE ARCHIVE: In relation to The SCIO archives, SCIO has a legitimate interest in holding a record of its activities.]
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 35: Disciplinary or harassment records

*Disciplinary or harassment records: if a disciplinary, harassment or similar complaint is made to SCIO in relation to you, including records of any investigation and / or decision that we take, dismissal records, settlements, and of any appeals process.*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford; We generate this data about you Third party
Why we process it	To investigate, consider and reach conclusions in relation to employee and office holder disciplinary matters.
How long we keep this data	This data will be kept for 6 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.
Our lawful basis for processing	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation
Special category grounds	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
Criminal Conviction Grounds	The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018
Criminal conviction grounds (further information)	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

### 36: Appraisal information

*Appraisal information, including objectives, feedback given to and received about you, records of appraisal discussions and Personal Development Plans*

Source of the data	We obtain this data from you Third party
Why we process it	To monitor, assist in and record your professional development.
How long we keep this data	These records will be kept for three years from the date that they are superseded by an updated appraisal, or three years following the termination of your employment (whichever is longer).
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	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
Criminal Conviction Grounds	N/A

### 38: Sabbatical entitlements

*Sabbatical entitlements, including proposed dates, historical sabbatical periods, plans for the use of sabbatical time and reports on sabbaticals taken*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	For the management of your sabbatical entitlements, to ensure sufficient cover for your role during your absence, and as part of your record of employment with SCIO. To the extent that sabbatical data is discussed in SCIO committee, personal data may also be recorded in The SCIO archive in the meeting minutes.
How long we keep this data	This data will be kept for 7 years from end of the tax year in which sabbatical discussions take place. If discussions relating to sabbatical entitlements are mentioned during governing body sessions, the minutes will be retained in The SCIO archive permanently.
Our lawful basis for processing	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public 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
Details relating to lawful basis (where applicable)	To the extent that our purposes support the provision of teaching within SCIO, processing is necessary for the performance of a public task. For other purposes, we have a legitimate interest in monitoring and managing the availability of employees and office-holders.
Special category grounds	N/A

Criminal Conviction Grounds	N/A
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### 39: References

*References provided by, or in relation to, you*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	References in relation to you are provided for a number of reasons, including enabling you to seek alternative employment or take up voluntary posts, allowing you to access certain libraries and archives, and for provision to prospective landlords. References provided by you are held in order that SCIO has a record of recommendations or comments made by employees and office-holders in their official capacity.
How long we keep this data	Records of references will be kept for one year from the date of provision of the reference. An entry noting that a reference was provided will be retained on your skeleton employment record permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We, and you have a legitimate interest in providing you with references and keeping a record of what was said. We also have a legitimate interest in keeping a record of recommendations or comments made by employees and office-holders in their official capacity.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 40: Event and meal bookings

*Event and meal bookings, including details of monies stored on SCIO payment systems and any charges paid/outstanding*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	For the management of SCIO catering provision
How long we keep this data	Records of outstanding payments will be retained until they are paid in full. Records relating to event and meal bookings will be retained for one year after the end of the academic year in which the event took place.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We have a legitimate interest in the sound and efficient management of SCIO catering and events, including recording the identity of attendees, and recording and arranging for the recovery of monies owed.

Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 41: Medical notes

*Medical questionnaires, notes and occupational health reports, including specifics of health issues, records of consequent adjustments, and communications relating thereto*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	For Occupational Health purposes and in compliance with our obligations under equality legislation.
How long we keep this data	Records relating to occupational health will be retained for 6 years from the termination of employment . Medical records relating to the Control of Asbestos at Work Regulations or Control of Substances Hazardous to Health Regulations will be retained for 40 years.
Our lawful basis for processing	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation
Special category grounds	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
Criminal Conviction Grounds	N/A

#### 42: Absence records

*Absence records (including but not limited to vacation, maternity/paternity/shared parental leave, time off for dependants, career breaks, etc.)*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To record, monitor, plan for and respond to absences.
How long we keep this data	Records relating to vacation/maternity/paternity/shared parental leave, time off for dependants, and career breaks will be retained for 7 years from the date of the absence.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	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
Special category- details of public interest etc (where appropriate)	To the extent that absences are due to ill health or reasons linked to 'special category' information as defined under GDPR.

Criminal Conviction Grounds	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
Criminal conviction grounds (further information)	To the extent that absences are due to allegations of criminal behaviour or criminal convictions.

### 43: Reports and assessments

*Opinions and comments made by you on student's academic and other reports, and expressed during or in relation to SCIO meetings (to the extent recorded).*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	As part of SCIO records and minutes concerning teaching, management and administration. Copies are provided to The SCIO archives.
How long we keep this data	Permanently as part of The SCIO archives.
Our lawful basis for processing	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest. 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
Details relating to lawful basis (where applicable)	To the extent that the materials in question relate to the education provided at SCIO, the processing is necessary for the performance of a public task. We also have a legitimate interest in maintaining records of SCIO matters, including reports and discussions thereon. In some circumstances processing will be necessary to comply with our employment, equality or other legal obligations, or in order to fulfil our contract with you.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 44: Computer and email information

*Computer and email information, including login, username and password information for SCIO IT systems, IP addresses of devices you connect to SCIO IT systems, equipment allocated to you, and details of when you connected or logged in to our network, records of internet usage*

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	For the proper management of SCIO IT resources.
How long we keep this data	Records will be destroyed one year after closure of your IT accounts.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in the proper management of SCIO IT resources.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 45: Leave and buy-out requests

*Leave and buy-out requests, including records of request consideration and decisions*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford;
Why we process it	To manage requests for teaching remission subsequent to successful grant applications.
How long we keep this data	Records will be retained for 6 years from the date of the decision.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 46: Sickness records

*Sickness records and related documentation, including sickness absence forms, employee 'Fit' notes, return to Work documentation*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	To comply with our obligations as an employer in the management of employees suffering ill health, to monitor reasons for absences, to consider relevant Health and Safety issues arising and to assist in scheduling of employee time.
How long we keep this data	Sickness records including Medical and Self Certificates will ordinarily be held for 7 years.  Where records are known to be those of employees exposed to a substance hazardous to health (i.e. those who have been diagnosed with an asbestos-related illness, or where SCIO is aware that the employee has been exposed to an actionable levels of asbestos as set out in the Control of Asbestos at Work Regulations 2002; those who have been exposed to lead in accordance with the Lead (Control of Lead at Work Regulations

	1980) or those exposed to radiations in accordance with the (Ionising Radiation Regulations 1985)), those records will be retained for 40 years from the termination of employment.
Our lawful basis for processing	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation
Details relating to lawful basis (where applicable)	Processing is necessary to meet our employment law, and Health and Safety obligations.
Special category grounds	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
Criminal Conviction Grounds	N/A

#### 47: Research project and funding applications and renewals

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford;
Why we process it	As part of your record as an employee or office-holder at SCIO.
How long we keep this data	This data will be retained for a period of one year from the completion of the research project or, if unsuccessful, one year from the date of notification that the application was unsuccessful.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in recording the research activities of our employees and office holders, and identifying sources of funding they receive and supporting applications for funding made.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 48: Capability procedure records

*Capability procedure records, including reasons for commencing the process, relevant performance indicators, records of review meetings and feedback, decisions and outcomes*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford; We generate this data about you Third party
Why we process it	To support the development of our employees and to appropriately manage under-performance.



How long we keep this data	This data will be retained for 6 years from the end of the capability procedure.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in managing the under-performance of employees appropriately.
Special category grounds	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
Criminal Conviction Grounds	N/A

#### 49: End of employment records

*End of employment records, including details of exit interviews, relevant correspondence, and redundancy records (redundancy details, calculations of payments, refunds, notification to the Secretary of State) or termination records*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To understand the reasons that employees and office holders 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.
How long we keep this data	These records will be retained for 6 years from the date of termination of your employment.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We, and other members of SCIO, have a legitimate interest in understanding the reasons that employees and office holders leave. We also have a legitimate interest in holding appropriate records relating to potentially contentious decisions.
Special category grounds	Explicit consent
Criminal Conviction Grounds	You have consented to the processing. The processing relates to personal data that you have manifestly made public. The processing is necessary in connection with legal proceedings (including prospective legal proceedings) The processing is necessary for the purpose of obtaining legal advice.
Criminal conviction grounds (further information)	Where allegations of, or convictions for, criminal offences are held as part of leaver records, this data will usually be either public information, held for the purpose of obtaining legal advice in connection with legal proceedings, be necessary for the exercise of a function conferred on SCIO by an enactment or the rule of law, or held in the public interest for the purpose of protecting the public against unfitness, improper conduct or similar.

	Where no such grounds for processing this data apply, it will be held and processing only based on your consent.
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## 50: Employee and office-holder benefits scheme membership details

*Employee and office-holder benefits scheme membership details, including (where relevant) but not limited to subscriptions for childcare vouchers and details of relevant childcare providers used, healthcare interest free loans and travel passes, and meals*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	As part of the proper functioning of the employee and office holder benefits system.
How long we keep this data	These records will be retained for 7 years from the date of termination of your employment.
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 51: Library access and book records

*Library access and book records, overdue book records, records of library cards and library fines*

Source of the data	We generate this data about you
Why we process it	To operate SCIO library facilities
How long we keep this data	These records will be retained for a period of one year from the date of closure of your library account.
Our lawful basis for processing	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 52: Records of SCIO cultural life

*Records of SCIO cultural life and personal papers donated by member, including written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes*

Source of the data	We obtain this data from you; We obtain this data from Wycliffe Hall/University of Oxford; We generate this data about you Third party
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Why we process it	To allow SCIO's cultural life to function and flourish, and in order to maintain a record of SCIO life, which may be relevant to you individually (for example if you later request confirmation of historical details from us), and which is also part of SCIO's own record of what its members have achieved over time.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining a record of its cultural life.
Special category grounds	Processing relates to personal data which you have manifestly made public
Criminal Conviction Grounds	N/A

### 53: Security and PC incidents

*Records of information security incidents and of PC misuse incidents*

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	To ensure that our systems are appropriately updated and secure, and in case records are required for subsequent disciplinary or police investigations.
How long we keep this data	This data will be retained for a period of one year from the last date of action in relation to the incident.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in the effective management, and proper use, of its IT systems.
Special category grounds	N/A
Criminal Conviction Grounds	The processing is necessary for the purpose of obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018
Criminal conviction grounds (further information)	Most commonly such data would be processed in connection with the detection or prevention of an unlawful act.

### 54: Email contact information

*Email contact information used in ad hoc mailing lists, for example for SCIO events.*

Source of the data	We obtain this data from you We generate this data about you
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Why we process it	To enable employees and office-holders to participate in SCIO events.
How long we keep this data	Your email contact data will be removed from mailing lists within three months of the termination of your employment.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO, its employees and office holders have a legitimate interest that employees and office holders are notified of SCIO events.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 55: Legal or statutory compliance

*Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements*

Source of the data	We generate this data about you
Why we process it	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.
How long we keep this data	This data will be retained for a period of 7 years from the termination of your employment, unless there is compelling justification for the data to be retained for a longer period eg in connection with legal advice, or in relation to auditing obligations.
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.
Criminal Conviction Grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction grounds (further information)	Where it processes special category data for these purposes, SCIO is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.

## 56: Joint equity scheme arrangements

*Joint equity scheme arrangements, including title documents, copies of mortgage paperwork and payment records*

Source of the data	We obtain this data from you
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	<p>We generate this data about you</p> <p>Third party</p>
Why we process it	For the proper functioning of SCIO joint equity scheme arrangement.
How long we keep this data	These records will be retained for 7 years following release of SCIO's charge over the property.
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you.</p> <p>Processing is necessary in order to take steps at your request prior to entering a contract</p>
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	To the extent that is it necessary to process special category data, this will be done for reasons of substantial public interest under the UK Data Protection Act 2018.
Criminal Conviction Grounds	<p>The processing is necessary for the purpose of obtaining legal advice</p> <p>The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018</p>
Criminal conviction grounds (further information)	To the extent that criminal conviction data is relevant and processed by use in relation to the joint equity scheme, we would process it for the purpose of obtaining legal advice.

## Appendix 3: Projects and events

### 1: Contact details

Contact details (name, current addresses, telephone contact details), to the extent collected, of event attendees, speakers and conference organisers.

Source of the data	We obtain this data from you.  We obtain data from third parties e.g. where someone is organising an event that involves you as a speaker.
Why we process it	In order to communicate with you about events and conferences you are attending, have expressed an interest in or may have an interest in.
How long we keep this data	We retain the contact details of attendees for one year following an event. Details for conference and event organisers are held for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, 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.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	Where you have expressed an interest in events and conferences, processing is necessary in order to enable us to enter into relevant contracts with you or take relevant preparatory steps. We also 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.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

### 2: Security records

*Security records, including CCTV records, access control records, guest vehicle registrations and records of keys issued. Records of security incidents, accident reports and health and safety records.*

Source of the data	We generate this data about you
Why we process it	To monitor the attendance of people on SCIO premises, as part of SCIO's safety and security arrangements.
How long we keep this data	CCTV records, access control and access logs are retained for 1 year. Security incidents, accident reports and health and safety records are retained for 6 years from

	creation. If incidents are mentioned during formal staff meetings, the minutes will be retained in The SCIO archive permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We, you, and SCIO have a legitimate interest in restricting access to SCIO property to authorised persons, monitoring the attendance of people on SCIO premises, and maintaining a record of incidents occurring on SCIO property, as part of SCIO's safety and security arrangements.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	SCIO processes special category information in pursuit of our functions and under health and safety legislation, and for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on SCIO or the data subject in connection with employment, social security or social protection.
Criminal Conviction Grounds	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.
Criminal conviction grounds (further information)	To the extent that data recorded includes data on criminal offences, convictions and allegations.

### 3: Expression of interest and registering

*Records of SCIO events and conferences in which you have expressed an interest, or for which you have registered for and/or attended.*

Source of the data	We generate this data about you
Why we process it	To enable the proper management of SCIO events, to ensure that we have an accurate record of attendance at SCIO events and to enable us (where permitted) to inform you of additional events which may be of interest to you. Also, to inform the planning of future events.
How long we keep this data	We retain details of events that you have attended for one year following an event, and details of conference and events that you organise for 6 years post event. If you are also an alumnus/a, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, 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.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	<p>To the extent that you attendance is based on a contractual relationship, processing is necessary for the performance of that contract or as part of preparatory steps prior to entering into that contract. For other events, we have a legitimate interest in understanding who will be attending SCIO events for organisational, Health and Safety and similar purposes.</p> <p>Further, we have a legitimate interest in all cases in recording this information, in order to assess the popularity and impact of SCIO events, plan future events and make details of planned events available to parties likely to be interested in attending (where permitted by relevant regulatory and statutory regimes).</p>
Special category grounds	N/A
Criminal Conviction Grounds	N/A

#### 4: Health information

*Information about your health, dietary requirements and/or disabilities.*

Source of the data	We obtain this data from you
Why we process it	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for you attendance at events.
How long we keep this data	Data is collated for use in relation to specific events, and is deleted within [1] month of the event occurring. However, if you are an alum or regular donor or attendee, we may save the information on file in order that it can be referenced and appropriate provision made for you at future events.
Our lawful basis for processing	<p>Processing is necessary for compliance with a legal obligation</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>
Details relating to lawful basis (where applicable)	Processing is necessary for compliance with equality law, and/or food safety law. We also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO 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 SCIO must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.
Criminal Conviction Grounds	N/A



## 5: Legal records

*Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.*

Source of the data	We generate this data about you
Why we process it	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.
How long we keep this data	This data will be retained for a period of 7 years from the date the record was generated.
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.
Criminal Conviction Grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction grounds (further information)	Where it processes criminal convictions/allegations data for these purposes, SCIO is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.

## 6: Opinions and comments

*Opinions and comments made by you on SCIO events, as expressed in communications with SCIO (to the extent recorded).*

Source of the data	We obtain this data from you
Why we process it	The views and concerns of attendees at our events help to guide the planning of future activities.
How long we keep this data	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 SCIO managerial documents and held in The SCIO archives permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We have a legitimate interest in proactively managing our events programme.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 7: Financial information

*Financial information including bank/building society account numbers, sort codes, credit/debit card numbers, invoices and outstanding payment information.*

Source of the data	We obtain this data from you
Why we process it	As part of taking payments (including deposits and balances) for events, providing invoices and pursuing outstanding amounts.
How long we keep this data	For 7 years from the point of invoice. To the extent that payments remain outstanding, retention of the data may be extended to enable recover proceedings to take place.
Our lawful basis for processing	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
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 8: Correspondence with you

Source of the data	We obtain this data from you
Why we process it	To hold an accurate record of our communications with you.
How long we keep this data	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 SCIO activity, copies may be kept longer. In addition, correspondence referenced in formal meeting minutes will be added to The SCIO archive permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We, and you, have a legitimate interests in SCIO holding a full record of our correspondence with you, which can be referred back to as required.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 9: Photographs

Photographs taken during events and conferences

Source of the data	We obtain this data from you We generate this data about you
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Why we process it	To maintain a record of SCIO events, including entry of materials into The SCIO archive. Images are also used to advertise activities within SCIO, both internally and externally, in circumstances where any required consents have been obtained.
How long we keep this data	Permanently
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining a record of SCIO life, and in marketing SCIO facilities and opportunities.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 11: Room bookings

Room bookings, including names, contact details, ages, and disability details.

Source of the data	We obtain this data from you We generate this data about you
Why we process it	As part of the administration and management of SCIO property.
How long we keep this data	For 6 years following the booking. In the event that disputes arise in relation to the booking, we may retain the data for a longer period, until a reasonable period after the dispute is resolved.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in the proper management of SCIO facilities, in maintaining the security of SCIO premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking SCIO facilities.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO 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 SCIO must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.
Criminal Conviction Grounds	N/A

## 12: Computer and email information

*Computer and email information, including guest login, username and password information for SCIO IT systems, IP addresses of devices you connect to SCIO IT systems, details of when you connected or logged in to our network, and records of internet usage.*

Source of the data	We generate this data about you
Why we process it	For the proper management of SCIO IT resources.
How long we keep this data	Records will be destroyed after one year.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	We have a legitimate interest in the proper management of SCIO IT resources.
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 13: Meal bookings

Source of the data	We generate this data about you
Why we process it	So that we may provide catering services to guest in accordance with relevant entitlements, and invoice correctly for services provided.
How long we keep this data	
Our lawful basis for processing	Processing is necessary for performance of our contract with you
Special category grounds	N/A
Criminal Conviction Grounds	N/A

## 14: Freedom of speech

*Records of requests and bookings for conferences and events, including records of any decisions SCIO makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of SCIO and for visiting speakers.*

Source of the data	We obtain this data from you We generate this data about you Third party
Why we process it	As part of the management of event bookings and to comply with our legal obligations.
How long we keep this data	Where concerns exist in relation to a proposed event, or one that has occurred, records may be retained for 6 years following the date of the event. Details of other proposed or actual events will be held for up to one year.

Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Details relating to lawful basis (where applicable)	
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is exercising functions conferred under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning freedom of speech within the law.
Criminal Conviction Grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction grounds (further information)	Where it processes criminal conviction/allegation data for these purposes, SCIO is exercising functions conferred under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning freedom of speech within the law

## Appendix 4: Commercial and financial

### 1: Supplier and contractor information

*Supplier and contractor information including names, contact details, communications with contractors, details of contracts, tender information, works undertaken, items purchased, invoicing arrangements, VAT numbers and payments made, banking details, information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products.*

Source of the data	We obtain this data from you; We generate this data about you.
Why we process it	As part of SCIO's normal operations and dealings with its suppliers and contractors.
How long we keep this data	In the case of transaction records, six years from end of the financial year in which the work was completed.  In the case of information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products, we will retain this whilst you remain a supplier or potential future supplier to SCIO.
Our lawful basis for processing	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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in engaging suppliers and contractors that meet its required standards.
Special category grounds	
Criminal conviction/criminal allegation grounds	

### 2: Event and merchandise sales

*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.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To process payments for events and merchandise.
How long we keep this data	Six years from end of the financial year in which the transaction occurred.
Our lawful basis for processing	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.

Special category grounds	
Criminal conviction/criminal allegation grounds	

### 3: Conference bookings

*Records relating to conference bookings consisting of communications and inquiries, details of the event/conference, the amount due, the contact and payment details of the purchaser.*

Source of the data	We generate this data about you
Why we process it	To process bookings and payments for conferences.
How long we keep this data	<p>In the case of inquiries, a period of 12 months after the date of the inquiry, or 12 months after the conference if later.</p> <p>Papers delivered and information relating to conferences may be retained indefinitely in the SCIO archive (details are explained in the privacy notice relating to the SCIO archives).</p> <p>In the case of transaction records, six years from end of the financial year in which the transaction occurred.</p>
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary in order to take steps at your request prior to entering a contract.</p>
Special category grounds	
Criminal conviction/criminal allegation grounds	

### 4: Title documents, transfers, leases, and contracts

*Title documents, transfers, leases and contracts which include the names of parties, signatories and witnesses.*

Source of the data	We obtain this data from you
Why we process it	In order to execute and retain title documents, transfers, leases and contracts.
How long we keep this data	<p>In the case of contracts, for a period of 6 years after conclusion of the contract.</p> <p>In the case of title documents, transfers and leases, for a period of 12 years after SCIO disposes of its interest in the property.</p>
Our lawful basis for processing	<p>Processing is necessary for performance of our contract with you</p> <p>Processing is necessary in order to take steps at your request prior to entering a contract</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</p>

Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in entering contracts, leases and transfers of land, and in retaining records and title documents to assist with the management of its properties.
Special category grounds	
Criminal conviction/criminal allegation grounds	

## 5: Accounting documents

*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.*

Source of the data	We generate this data about you We obtain this data from you. We obtain this data from third parties e.g. accountants.
Why we process it	As a normal part of SCIO's budgetary and accounting processes.
How long we keep this data	Six years from end of the financial year to which the records relate.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in operating processes for budgeting, auditing, accounting and investment purposes.
Special category grounds	
Criminal conviction/criminal allegation grounds	

## 6: Bank account records

*Bank account records, including names of payees and transaction details*

Source of the data	We receive this data from a third party (the bank).
Why we process it	In the normal course of operating SCIO bank account.
How long we keep this data	Six years from end of the financial year to which the records relate.
Our lawful basis for processing	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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in processing its own banking records for cashflow, accounting and audit purposes.
Special category grounds	



Criminal conviction/criminal allegation grounds	
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## 7: Formal committee and governance records

*Formal committee agenda, governance documents, and some legal, financial, buildings and architectural records are kept in the SCIO archive: for details see the SCIO archive privacy notice and accompanying schedule.*

Source of the data	We obtain this data from you. We generate this data about you.
Why we process it	To maintain a historic record of SCIO administration.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining its historic buildings. It also 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.
Special category grounds	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act
Special category- details of public interest etc (where appropriate)	There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.  SCIO 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.
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes such data, SCIO 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.

## 8: Legal and statutory documents

*Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.*

Source of the data	<p>We generate this data about you.</p> <p>We obtain this data from you.</p> <p>We obtain this data from third parties e.g. legal advisors.</p>
Why we process it	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.
How long we keep this data	These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (eg in connection with legal advice, or in relation to auditing obligations).
Our lawful basis for processing	Processing is necessary for compliance with a legal obligation
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is complying with its obligations under legislation, the processing is typically necessary for the purposes of prevention or detection of an unlawful act, or the exercise of a function conferred by law. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes special category data for these purposes, SCIO is complying with its obligations under legislation, the processing is typically necessary for the purposes of prevention or detection of an unlawful act, or the exercise of a function conferred by law. The processing is necessary for reasons of substantial public interest, namely the requirement for SCIO to comply with its statutory and legal obligations.

## Appendix 5: Security and monitoring

### 1: CCTV

*CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.*

Source of the data	We obtain this data from Wycliffe Hall/University of Oxford We generate this data about you
Why we process it	We hold recordings of CCTV footage for a limited period for the purpose of providing safety and security on campus and to assist with the prevention and detection of crime or other unlawful activity including misconduct as an employee or student. Where an incident is recorded we may need to capture images for the purposes of any investigation by SCIO or Wycliffe Hall/University of Oxford or police.
How long we keep this data	For six months.
Our lawful basis for processing	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.
Details relating to lawful basis (where applicable)	SCIO, and its visitors and neighbours 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 SCIO's security and accountability obligations under data protection law.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	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.

### 2: Contact information

*SCIO and Wycliffe Hall security hold contact information for students and participants, emergency contacts (e.g. parents of students) and staff and bedroom numbers for students.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	So that we can contact staff, students or their nominated emergency contacts in case of an emergency.
How long we keep this data	Whilst you are a registered student.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO, its staff and students have a legitimate interest in being able to communicate with each other in case of an emergency.
Special category grounds	N/A

Criminal conviction/criminal allegation Grounds	N/A
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### 3: Emergency medical information

*Emergency medical information about students and participants may be held by SCIO and Wycliffe Hall security.*

Source of the data	We obtain this data from you
Why we process it	Where students inform us of a medical condition and/or disability that might be of assistance to us if they have a medical emergency.
How long we keep this data	Whilst you are a registered student.
Our lawful basis for processing	Processing is necessary to protect your vital interests, or someone else's; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest in SCIO holding information which might help treat or prevent a medical emergency.
Special category grounds	Processing is necessary to protect someone's vital interests where you are incapable of giving consent
Criminal conviction/criminal allegation Grounds	N/A

### 4: Informing emergency contacts about any medical emergency

Source of the data	We obtain this data from you and/or others who have information about you, depending on the nature of the emergency.
Why we process it	To be of assistance to you in a medical emergency.
How long we keep this data	Whilst you are a registered student.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO and its students have a legitimate interest in emergency contacts being made aware in the event of a medical emergency.
Special category grounds	Explicit consent.
Criminal conviction/criminal allegation Grounds	N/A

### 5: Security access records

*Security access records for staff, students and visitors (e.g. conference delegates, contractors). This includes your name and potentially any identity number (e.g. linked to your key swipe card or fob, including your university card number) and/or vehicle registration number. This information is also linked to Wycliffe Hall's records of the timing of your access to any of our or Wycliffe Hall's buildings or offices generated manually when you sign in with us and electronically by our key swipe card/fob system. Wycliffe Hall also hold records of the access rights that individual key holders have.*

Source of the data	We generate this data about you
Why we process it	We process this information to assist with security of SCIO premises, so that we have records of who is on the premises in the event of a fire or similar emergency, to prevent unauthorised access to SCIO premises and to assist with issuing replacement keys, cards and fobs.
How long we keep this data	For 1 year.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO, its members and visitors have a legitimate interest in implementing such measures to help maintain SCIO safety and security.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	N/A

## 6: Security and contractors

*SCIO holds contact details for contractors working on SCIO premises, and information about the contract they are working on.*

Source of the data	We obtain this data from you
Why we process it	So that we may contact those working on SCIO premises to discuss the work they are undertaking, or in an emergency.
How long we keep this data	Whilst work is ongoing or the need for further work involving you is anticipated.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO and its contractors have a legitimate interest in being able to communicate about the work they are undertaking, or in an emergency.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	N/A

## 7: Accident records

*Accident records containing information about the date and nature of the accident, who was involved, who witnessed it and any steps taken concerning it.*

Source of the data	We generate this data about you
Why we process it	So that we have a record of accidents occurring on SCIO premises. In some cases SCIO also has a legal obligation to record and report accidents to the relevant regulatory authority.
How long we keep this data	Five years from the date of the accident.

Our lawful basis for processing	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 processing is necessary for compliance with a legal obligation.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in creating and retaining records of accidents on SCIO premises to assist with its management of health and safety risks. In some cases SCIO is obliged to record and report accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	The processing is necessary for the protection of members of the public 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 SCIO) in the substantial public interest and pursuant to the exercise of a function conferred on a person by an enactment.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	N/A

## 9: Room bookings

*Room bookings consisting of room, date/time, booking description and the identity of the person/society/organisation booking the room. Records of requests and bookings for rooms, including records of any decisions SCIO makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of SCIO and for visiting speakers.*

For University policy: <https://www.univ.ox.ac.uk/wp-content/uploads/2017/10/Freedom-of-Speech-Policy.pdf>.

For Wycliffe Hall policy (which complies with the University policy):

[https://wycliffehall.org.uk/data/wycliffe/downloads/WH%20Freedom%20of%20Speech%20v\\_6.pdf](https://wycliffehall.org.uk/data/wycliffe/downloads/WH%20Freedom%20of%20Speech%20v_6.pdf).

Source of the data	We obtain this data from you We generate this data about you
Why we process it	As part of the system for providing SCIO rooms and facilities to members of SCIO.
How long we keep this data	Until 12 months after the date of the event.
Our lawful basis for processing	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 (where freedom of speech issues are involved).
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in making its rooms available to members of SCIO to enable events to be held.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is exercising functions conferred under the Education (No 2) Act 1986. The processing is

	necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning freedom of speech within the law.
Criminal conviction/criminal allegation Grounds	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes criminal convictions/allegations of criminal activity data for these purposes, SCIO is exercising functions conferred under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning freedom of speech within the law.

## 10: Delivery of mail

*Names and addresses for delivery of mail and other items, including Parcel receipt and management records: containing names of recipient, location of parcel and who signed for it.*

Source of the data	We generate this data about you
Why we process it	
How long we keep this data	For six months.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO and its members have legitimate interests in receiving deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at SCIO.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	N/A

## 12: Pigeon holes

*Pigeon hole management records, consisting of the names of pigeon hole holders.*

Source of the data	We generate this data about you
Why we process it	To assist with delivering post and other items to pigeon holes.
How long we keep this data	For as long as you have the pigeon hole.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Details relating to lawful basis (where applicable)	SCIO and its members have a legitimate interest in operating a pigeon hole system to assist with the efficient delivery of post and similar items.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	N/A

### 13: Parking

*Parking access request form containing the applicant's name and any declaration or supporting evidence that the applicant has a disability.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	So that we can consider applications for a parking space and decide whether to reserve a space to applicants.
How long we keep this data	For as long as you need access to a parking space.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.
Special category grounds	Substantial public interest under the UK Data Protection Act 2018
Special category- details of public interest etc (where appropriate)	Where it processes special category data for these purposes, SCIO is processing such information for the purpose of complying with its duties under the Equality Act 2010 and is necessary for the purposes of preventing a breach of that legislation. The processing is necessary for reasons of substantial public interest, namely that SCIO must comply with its statutory obligations concerning equality and discrimination, including the obligation to make reasonable adjustments. The processing must be carried out without the individual's consent, so as to avoid prejudice to SCIO's legal obligations if such consent were to be withdrawn.
Special category grounds	N/A
Criminal conviction/criminal allegation Grounds	N/A



## Appendix 6: IT

### 1: Log files

*Firewall, security and PC misuse incident log files consisting of the date and time of incident, which user (name and/or user name), details of the incident and any consequential action taken.*

Source of the data	We generate this data about you
Why we process it	In the course of maintaining SCIO's networks, protecting their integrity, investigating computer misuse and to minimise the risk of misuse recurring. Such records might also be used for disciplinary purposes where staff or students have breached SCIO policies.
How long we keep this	6 years from the date we learn of the incident.
Our lawful basis for processing	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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining the integrity of its systems, to investigate misuse and taking action to prevent misuse recurring. Keeping such records is also necessary to comply with SCIO's security and accountability obligations under data protection laws.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	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.

### 2: Login information

Login information for students, staff, fellows and visitors consisting of time, date and duration of login, username and name of person logging in, their university card number, IP and MAC addresses associated with login, records of which users have printed documents and at what time/date, details of any charges for printing. We also hold records of the level of access permission users have to the system and which areas (e.g. staff, student, visitor, administrator). We also hold encrypted / obfuscated password information and records of internet usage (including records of sites visited, time and date of visit).

Source of the data	We obtain this data from you We generate this data about you
Why we process it	As a necessary part of the management and operation of our systems and controlling who has access to them. In cases of misconduct or copyright abuse such records might also be used as part of any investigation or staff/student disciplinary action. Records of internet usage are required to assist with troubleshooting and determining which users are affected by a security incident. They are also required to monitor and/or prevent:

	<ul style="list-style-type: none"> <li>malicious network traffic</li> <li>suspected access of illegal materials, alleged copyright infringement and/or violations of University or SCIO IT or disciplinary regulations</li> </ul> <p>Encrypted password information is held to enable users to login to our systems with their password.</p>
How long we keep this	<p>Login information and internet use logs are retained for 12 months.</p> <p>Password and access level information is retained for as long as you are entitled to use our systems (e.g. whilst you are a student or staff member).</p>
Our lawful basis for processing	<p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p> <p>Processing is necessary for compliance with a legal obligation.</p> <p>In the case of staff and students, processing is necessary for performance of our contract with you.</p>
Details relating to lawful basis (where applicable)	<p>SCIO has legitimate interest in keeping records of who has accessed its systems, websites visited and activity to assist with IT security and in taking disciplinary action under its contracts with staff or students if appropriate.</p> <p>Keeping such records and monitoring activity is also necessary to comply with SCIO's security and accountability obligations under data protection laws.</p>
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	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.

### 3: IT support records

*IT support records consisting of user names/contact information, dates and times of requests/problems, details of requests and details of steps taken and resolution of requests.*

Source of the data	We generate this data about you
Why we process it	In the normal course of operating and maintaining our systems
How long we keep this	IT support records are retained for 12 months.
Our lawful basis for processing	<p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for compliance with a legal obligation;</p>
Details relating to lawful basis (where applicable)	<p>SCIO has a legitimate interest in keeping such records to help it maintain the functioning and security of its systems.</p> <p>Keeping such records is also necessary to comply with SCIO's security and accountability obligations under data protection laws.</p>
Special category grounds	N/A

Criminal conviction/criminal allegation grounds	N/A
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#### 4: Telephone calls

Records of telephone calls made and received (records of numbers called to/from, duration of calls).

Source of the data	We obtain this data from you
Why we process it	The data is provided to us by providers of telephone services (mobile and landline) to SCIO. We use this data to ensure we have been invoiced correctly by the provider, and to check that SCIO provided telephones are being used in accordance with SCIO policy.
How long we keep this	Records are retained for 7 years.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	We have a legitimate interest in the proper and efficient administration of SCIO telephones and in ensuring they are being used correctly.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## Appendix 7: Archives

### 1: Archive research

*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 SCIO archives, records of applications including the reasons for the application, the nature of the records requested and the access granted.*
- *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.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To maintain a record of how our archives have been used and who has previously used them, so that we can monitor the use and integrity of our archives.  It is useful to refer back to earlier enquiries on similar topics.  This information is also retained for the security of the collections.
How long we keep this data	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.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining the integrity of its archives, to ensure they are kept securely and are available as a resource for researchers and others with a legitimate interest in reviewing the archives.
Special category grounds	Processing is necessary for compliance with equality law (Substantial public interest under the UK Data Protection Act)
Special category- details of public interest etc (where appropriate)	In the case of processing disability data relevant 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 SCIO 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.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 2: Records of SCIO cultural life

*Records of SCIO cultural life: photographs, pictures, written records, trophies, other memorabilia and ephemera of SCIO members, teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes. This may include written correspondence and minute books relating to these matters.*

Source of the data	<p>We obtain this data from you</p> <p>We generate this data about you</p> <p>We obtain this data from other third parties e.g. student societies.</p>
Why we process it	As part of SCIO archive recording SCIO life, which may be relevant to you individually (for example if you later request a reference from us), but which is also part of SCIO's own record of what its members have achieved over time.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining a record of its cultural life.
Special category grounds	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act
Special category- details of public interest etc (where appropriate)	<p>There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.</p> <p>SCIO 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.</p>
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes such data for archiving purposes, SCIO 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.

## 3: Conservation information

*Conservation information relating to items in SCIO archive, including the identity of who carried out the conservation and of the item on which the conservation measures were performed.*

Source of the data	We obtain this data from you
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	We generate this data about you Third party
Why we process it	To maintain a record of conservation measures applied to items in our archive to help with future conservation.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining records of conservation measures which will assist future conservators to make decisions about the appropriate conservation techniques to use.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

#### 4: Personal papers and collections donated to SCIO archive

*Personal papers and collections donated to SCIO archive. These may consist of correspondence and documents relating to and/or referring to the donor or third parties.*

Source of the data	We obtain this data from you We may receive this from third parties (e.g. donors)
Why we process it	As part of SCIO archive we accept and maintain papers and collections of significance to SCIO or which are otherwise of importance as an archive.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in receiving collections and papers for its archive, and donors have a legitimate interest in giving such collections and papers to SCIO.
Special category grounds	Processing is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act
Special category- details of public interest etc (where appropriate)	There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.  SCIO 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.

Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes criminal convictions data for archiving purposes, SCIO 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.

## 5: Records of the acquisition of items in the archive

*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.*

Source of the data	We generate this data about you
Why we process it	To maintain 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 item itself (for example, about ownership of the item).
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the performance of a task carried out in the public 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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in recording, indexing and cataloguing its archive acquisitions.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 6: Archives of projects/events and programmes organised by SCIO

*Archives of academic conferences, seminars and lectures hosted and/or organised by SCIO, consisting of the names of attendees, agenda/programmes, papers delivered. These records may include the personal data of attendees and organisers.*

Source of the data	We generate this data about you; We obtain this data from you
Why we process it	
How long we keep this data	Permanently.
Our lawful basis for processing	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

Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in archiving past conferences, seminars and lectures that it hosted and/or organised.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 7: Student files

Student files including dates of attendance, course of study and outcome of their studies, results of SCIO examinations and assessments, awards, scholarships and prizes conferred, applications, academic and disciplinary records.

These files may include information about a former student's personal life including their health, family circumstances, ethnicity, sexuality, political opinions, religious or philosophical beliefs, criminal convictions or allegations, gender, background, family circumstances and/or financial circumstances.

Source of the data	We generate this data about you; We obtain this data from Wycliffe Hall/University of Oxford.
Why we process it	So that we have a record of student results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. To maintain SCIO archive of its former students and to historically document SCIO's teaching function, and for the purposes of future research.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out in the public 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.
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.
Special category grounds	Processing is necessary for archiving in the public interest, and/or for historical research purposes.
Special category- details of public interest etc (where appropriate)	There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history. SCIO 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.



Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes such data, SCIO 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.

## 8: Employee records: academic staff

*Employee records for academic staff consisting of the employee name, dates of employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references given.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To maintain historic records of SCIO employees for the archive, and in case we are approached for references.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO 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.  SCIO, its former employees and other parties have a legitimate interest in SCIO being able to provide references for former staff.
Special category grounds	Processing is necessary for archiving in the public interest, and/or for historical research purposes.
Special category- details of public interest etc (where appropriate)	There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.  SCIO 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.
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018

Criminal conviction/criminal allegation grounds (further information)	Where it processes such data, SCIO 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.
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## 9: Employee records: non-academic staff

*Employee records for non-academic staff, consisting of the employee name, dates of employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references given.*

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To maintain historic records of SCIO employees for the archive, and in case we are approached for references.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO 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.  SCIO, its former employees and other parties have a legitimate interest in SCIO being able to provide references for former staff.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 10: Staff and committee meetings

Staff and committee agenda, minutes, actions points, and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents.

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To maintain a historic record of SCIO administration.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms

Details relating to lawful basis (where applicable)	SCIO 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.
Special category grounds	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act
Special category- details of public interest etc (where appropriate)	<p>There is a public interest in SCIO maintaining its archive of SCIO life for future generations, and in the context of SCIO being a SCIO of a long-established University with a strong identity and history.</p> <p>SCIO 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.</p>
Criminal conviction/criminal allegation grounds	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018
Criminal conviction/criminal allegation grounds (further information)	Where it processes such data, SCIO 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.

## 11: Financial and legal records

*Financial records and legal records relating to SCIO assets and SCIO estate. These may include the personal data of individuals involved in managing SCIO assets and estate, witnesses and parties to legal documents.*

Source of the data	<p>We obtain this data from you</p> <p>We generate this data about you</p>
Why we process it	To maintain a historic record of SCIO finances and assets.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO 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.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 12: SCIO buildings

*Records relating to SCIO buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of SCIO buildings.*

Source of the data	We obtain this data from you We generate this data about you We obtain this data from Wycliffe Hall/University of Oxford.
Why we process it	To maintain a historic record of SCIO architecture, and to assist future conservation of SCIO buildings.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the performance of a task carried out in the public 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
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining its historic buildings. It also 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.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A

## 13: Governance documents

Governance documents: SCIO's documents concerning its formal status and documents relating to their interpretation.

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

Source of the data	We obtain this data from you We generate this data about you
Why we process it	To maintain a historic record of governance documents relating to SCIO.
How long we keep this data	Permanently.
Our lawful basis for processing	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms
Details relating to lawful basis (where applicable)	SCIO has a legitimate interest in maintaining a record of its governance documents for future reference.
Special category grounds	N/A
Criminal conviction/criminal allegation grounds	N/A