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<th>Other grounds (further information)</th>
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<tr>
<td>1</td>
<td>Name, contact information, the dates and nature of activities relating to visitors, enquirers, researchers and donors to our archives. Records include the contact details of applicants for access to College archives, records of applications including the reasons for the application, the nature of the records requested and the access granted. Records may include correspondence and documents relating to the donor or third parties.</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>To maintain a record of how our archives have been used and who has previously used them, so that we can resolve the use and integrity of our archives. It is useful to refer back to earlier enquires in similar topics. This information is also retained for the security of the collection.</td>
<td>Permanently, except for disability information provided to us solely for accessibility purposes, which will be retained for 12 months after your last contact with us.</td>
<td>Processing is necessary for the purposes of our legitimate interests, except where determined by your data protection rights and freedom. The College has a legitimate interest in maintaining the integrity of its archives, to ensure they are kept secure and are available as a resource for research and others with a legitimate interest in reviewing the archives.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Records of College cultural life: photographs, pictures, written records, insignia, other memorabilia and ephemera of college members, teams, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes. This may include written correspondence and records relating to these matters.</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>To maintain a record of our archive’s importance as an archive. As part of the College archive recording College life, which may be relevant to you individually (for example if you want to reference your own, but which is also part of the College’s own record of what its members have achieved over time.</td>
<td>Permanently.</td>
<td>Processing is necessary for the purposes of our or someone else’s legitimate interests, except where determined by your data protection rights and freedom. The College has a legitimate interest in maintaining a record of its cultural life.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Conservation information relating to items in the College archive, including the identity of the donor and the conservation measures that were performed.</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>To maintain a record of conservation measures applied to items in our archive to help with future conservation.</td>
<td>Permanently.</td>
<td>Processing is necessary for the purposes of our or someone else’s legitimate interests, except where determined by your data protection rights and freedom. The College has a legitimate interest in maintaining records of conservation measures which will assist future conservators to make the appropriate conservation techniques to an item.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Personal papers and collections donated to the College archive. These may consist of correspondence and documents relating to and/or referring to the donor or third parties.</td>
<td>We obtain this data from you</td>
<td>We may receive this from third parties (e.g. donors).</td>
<td>As part of the College archive we accept and maintain papers and collections of significant importance to the College or which are of otherwise importance as an archive.</td>
<td>Permanently.</td>
<td>Processing is necessary for the purposes of our or someone else’s legitimate interests, except where determined by your data protection rights and freedom. The College has a legitimate interest in reviewing collections and papers for its archive, and donors have a legitimate interest in giving such collections and papers to the College.</td>
<td>N/A</td>
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Version 1 (22 October 2018)
5. Records of the acquisitions of items in the archive, including also the data that were reconstituted from the date of receipt. Catalogues, indices and lists of items in the archive including the same information.

We generate this data about you.

To enable a record of the content of our archive and how it was acquired, as well as record to its date right and in case required to subsequently make about the archived item itself (for example, about ownership of the item).

Permanently.

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

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

Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.

6. Archives of academic conferences, seminars and lectures and other academic activities hosted and/or organised by the College.

We obtain this data from you.

To maintain the College archive of its former employees and other archives of the College, and in case we are approached for references.

Permanently.

Processing is necessary for compliance with legal obligations.

The College has a legitimate interest in recording said conferences, seminars and lectures that hosted and/or organised.

Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.

7. Student files archived in 2018 and later contain a range of data indicating students’ course of study and outcomes of assessments and final results, appointment, thesis, exam information, progress reports and a biodata list of current and alumni, including information about the student, including their academic progress and the data obtained from their contact with the College.

We generate this data about you.

To enable the College archive of its former students and to historically document the College’s teaching function, and for the purposes of future research.

Permanently.

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

The College has a legitimate interest in maintaining its archive of College life for future research.

Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.

8. Employee/associate/visitor records for staff/fellow/associate/visitor archived in 2018 and later, consisting of the name, dates of employment/association, current role, research/leave department (including for example retirement, new employment or appointment), staff photograph, records of references given and other data indicated as being kept “permanently” in the staff, fellows, associates and academic visitors’ ROPA.

We generate this data about you.

To enable the College archive of its former employees and other archives of the College, and in case we are approached for references.

Permanently.

Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.

The College’s former employees and other parties have legitimate interest in the College being able to provide references for former staff.

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

The College has a legitimate interest in maintaining records of its activities as part of a long established and established university with a strong identity and history.

Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.

The College is required to implement appropriate safeguards for individual’s data protection 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 approval of individual medical research.

Processing is necessary for archiving in the public interest, and/or for historical research purposes.

There is a public interest in the College maintaining the archive of College life for future generations, and in the context of the College being a college of a long-established university with a strong identity and history.

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<td>Governing body and committee agenda minutes and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents.</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a historic record of College administration.</td>
<td>Permanently.</td>
<td>The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.</td>
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<tr>
<td>10</td>
<td>Financial records and legal records relating to College assets and the College estate. These may include the personal data of individuals involved in managing the College assets and the College estate. Please see the Finance, commercial and related administration ROPA for details.</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a historic record of College governance records.</td>
<td>Permanently.</td>
<td>The College has a legitimate interest in maintaining such records for future research.</td>
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<tr>
<td>11</td>
<td>Records relating to College buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of College buildings.</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a historic record of College architecture, and to assist future conservation of College buildings.</td>
<td>Permanently.</td>
<td>The College has a legitimate interest in maintaining such records for future research.</td>
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<tr>
<td>12</td>
<td>Governance documents: College statutes and documents relating to the College, including Privy Council documents and correspondence, Minutes and related documents relating to the College Visitor, Royal Commissions and-related Documents. These records may include the personal data of those named in the documents, including correspondents.</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a historic record of governance documents relating to the college.</td>
<td>Permanently.</td>
<td>The College has a legitimate interest in maintaining such records for future reference.</td>
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<td>13</td>
<td>Membership records of College associates, alumni and other members of the College (including of the person’s name, dates of membership, contact(s) and reasons for departure.</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a historic record of College membership and academic activity.</td>
<td>Permanently.</td>
<td>The College has a legitimate interest in maintaining such records for future reference.</td>
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<tr>
<td>14</td>
<td>Details of academic events which may include the names of speakers and other attendees, as well as the organizer in some cases.</td>
<td>Please see the Catering, Conferences and Events ROPA for details.</td>
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