

ROPA - student applicants

ID	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/ criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
1	Records of access and outreach activities including open days; these include attendees names, schools and contact details, records of attendance at subject meetings and any accommodation bookings we make (and if you book accommodation, details of who you would like us to contact in case of emergency).	We obtain this data from you; We obtain this information from the HEAT database; We generate this data about you	To allow us to evaluate our provision including contacting you for feedback on events.	Until the end of January following the relevant admissions round. This is normally six months for a candidate in their final school year	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and prospective students have a legitimate interest in arranging and attending open days and other activities to share and learn about College life which might affect decisions to apply to the College. The College has a legitimate interest in evaluating this provision.				
2	Pre-application communications with and about prospective students.	We obtain this data from you; We obtain this information from your representative (parent or school); We generate this data about you.	To answer queries that you, your parent, or your school may have about your application to the College or about studying at the College.	Successful applicants who enrol: Data may be kept for 6 years after the end of the academic year when you cease to be a registered student. Unsuccessful or withdrawn applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	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	The College and prospective students have a legitimate interest in receiving and responding to a range of queries from prospective students.				
3	Information you provide to us or the University of Oxford during the application process, including with your UCAS application, visiting student application, and graduate application forms consisting of your name, intended course, preferred Colleges, contact details, gender identity, educational and employment history, predicted grades, language proficiency, personal statement, references, any photograph, and any research proposal or written work that you submit during the application process.	We obtain this data from you; We obtain information from your referees; We obtain this data from the University of Oxford; We generate this information about you.	To make admission decisions, to keep records of our admissions decisions, to maintain background information for evaluating these admissions decisions for successful applicants relative to performance on course.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in administering applications and deciding who should be offered places. To comply with the agreement between the University of Oxford with the Office for Fair Access/Office for Students.				
4	Records of our admissions decisions, including decision letters that we send to applicants, notes of your interview performance, feedback we provide you on your application, records of the offers we make, records of whether you accept the offer, and where you do, records of whether you meet the conditions of the offer and records of whether you enrol at the College. We also receive details of equivalent decisions by the University department that you apply to.	We obtain this data from the University of Oxford We generate this data about you	To make admissions decisions and inform you of the outcome.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	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	The College has a legitimate interest in administering applications and deciding who should be offered places.				
5	Records about whether to invite applicants for interview, including consideration of contextual information (relating to information about your school performance, postcode and care background), test scores and marks for written work that we have requested. We will also hold copies of the tests and written work that you submit. For Foundation Year applicants this will include financial information about you and your family.	We obtain this data from the University of Oxford We generate this data about you We also obtain this data from you	We process this data to decide who to invite for interview. The role of contextual data for foundation year application can be found here: http://www.ihm.ox.ac.uk/prospective-students/foundation-year/teachers/what-foundation-year/eligibility 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	Successful applicants who enrol: EITHER for 6 years after the end of the academic year when you cease to be a registered student, but if you are awarded a scholarship this will remain on your record permanently as part of the College archive. OR IF ALL RETAINED IN ARCHIVE: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in using appropriate data about academic performance, and to take account of the context of academic achievement in order to decide who to invite for interview.				
6	Post application communications between us regarding your application or any feedback on your application.	We obtain this data from you; We obtain information from your referees or representatives; We generate this information about you.	To answer queries that you may have about your application to the College.	12 months after the end of the application cycle.	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	The College and prospective students have a legitimate interest in receiving and responding to a range of queries from applicants.				
7	Sensitive data that you provide during the application process, consisting of information about your ethnicity, disabilities, special needs, dietary requirements (whether for health or religious reasons), and records of any criminal convictions that you inform us about. Records of our decisions taking this information into account.	We obtain this data from the University of Oxford We obtain this data from you	We process this data in order to consider whether to make reasonable adjustments (in the case of information about your disability and/or health), to implement them and for equality monitoring purposes. We process this data to provide appropriate accommodation and meal provision during the admissions period In the case of criminal convictions, the College and University will use this data to consider and make decisions about whether any conviction poses an unacceptable risk in the collegiate university environment.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in assessing whether any individual poses an unacceptable safety risk.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing must be carried out without consent so as not to prejudice those purposes.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes criminal convictions/allegations data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety law. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning health and safety. The processing must be carried out without consent so as not to prejudice those purposes.
8	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.	We obtain this data from you; We generate this data about you; We may receive decisions from third parties that provide financial support.	In order to make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	You have given your consent to the processing for one or more specific purposes.					
9	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, 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. The evidence submitted by you or on your behalf may include financial information about those assisting you financially, for example parents' bank statements. We may also share this data with the University.	We obtain this data from you We obtain this data from third parties (e.g. parents).	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.	Successful applicants who enrol: for 6 years after the end of the academic year when you cease to be a registered student, but if you are awarded a scholarship this will remain on your record permanently as part of the College archive. The nationality information on your UCAS form will remain permanently as part of the archive. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	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	Legislation determines to an extent the level of fees you are required to pay, based on your country of residence.				
10	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 & due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.	We obtain this data from you We generate this data about you	Overseas students need visas in order to attend university.	Successful applicants who enrol: EITHER for 6 years after the end of the academic year when you cease to be a registered student, but if you are awarded a scholarship this will remain on your record permanently as part of the College archive. The nationality information on your UCAS form will remain permanently as part of the archive. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation		Explicit consent			

Change Log

Version	Date changed	Notes
1.0	24/05/2018	