

ALL SOULS COLLEGE
Record of Processing Activities in relation to:
Applicants for Fellowship and Staff Appointments

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 Grounds	Criminal conviction grounds (further information)
1	Completed application form and associated documentation, including evidence of qualifications, references, College commissioned independent assessments of your academic work, and selection committee reports. (Not including criminal conviction data, if applicable). See also below for requests for special arrangements or waiver of eligibility criteria,	We obtain this data from the University of Oxford We obtain this data from you We obtain this information from third parties We generate this data about you	To enable us to consider whether to admit you to the Examinations for Fellowship or enter into a contract of employment with you, appoint you to an office/Fellowship, or grant you specific privileges in the College. Certain parts of the record are also held as part of College compliance with immigration law, and/or entered into the College archive after 6 years.	Unsuccessful applicant data, including Fellowship examination scripts, is erased six months after the College decision on the application, except 1. to the extent that details are recorded in College administrative records, such as Governing Body paper and minutes, such documents are stored in the College archive permanently; 2. a skeleton record, consisting of summary reports of long or shortlisted candidates application for Fellowships and the summarised assessment of them, will be retained permanently in the College archive. 3. where the successful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by the College, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by the College for the time periods required under UK Visas and Immigration guidance, as amended from time to time: (1) All applications shortlisted for final interview in the medium in which they were received (e.g. emails, application form, cv). (2) The names and total number of applicants short-listed for final interview (3) Notes from the final interviews conducted (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. NB Candidates for Fellowships at All Souls from outside the EEA will normally be expected to obtain Tier 1 visas so this data may not be retained.	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 maintaining a record of its recruitment activities, and holding appropriate management and administration records. In the case of those elected or appointed to Fellowships, the College has a legitimate interest in holding permanent records about the basis for the decision to elect or appoint them for its historic archives.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
2	Sensitive data, including supporting evidence, that you provide during the application process, consisting of information about your health and disabilities and special needs. Where you are seeking a waiver of normal eligibility criteria for a particular Fellowship or special examination arrangements to be made for the Fellowship examination or interview, records of any advice sought on the request from the University or medical experts, 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 obtain this information from third parties We generate this data about you	To enable us to make informed decisions on your request for the waiver of normal eligibility criteria or for special arrangements to be made for the examination or interview/visas.	12 months after the end of the application cycle.	Processing is necessary for compliance with a legal obligations. Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with our obligations under UK equality law The College has a legitimate interest in obtaining sufficient information to make an informed decision on your request for a waiver from the normal eligibility criteria for a Fellowship and/or your request for special examination arrangements.	Processing is necessary for carrying out obligations or exercising our or your rights under UK Equality legislation. Processing of this information requires your explicit consent.	The processing is of data concerning health and disability (or other special factors that the candidate wishes to be taken into consideration) 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.		
2	Passport, right to work and visa information.	We obtain this data from you We obtain this data from the University of Oxford	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.	Unsuccessful applicants - 1 month. Successful applicants - 2 years after the end of your employment (or other affiliation which requires a valid visa, for example an Academic Visitor Visa).	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with immigration and employment law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
3	Appointment records: criminal conviction and Disclosure and Barring Service information (DBS checks for some appointments only).	We obtain this data from you Third party	As part of the application process to assist us in making recruitment decisions and (in the case of Fellowship appointments) to confirm your eligibility for serving as a member of the Governing Body and charity trustee.	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.	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		N/A		The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment, in circumstances where the College has an appropriate policy document in place. Processing is necessary for the protection of the public against dishonesty, unfitness or incompetence.
4	Recruitment records: equality monitoring data. This may consist of data concerning health, ethnicity or religious beliefs.	We obtain this data from you	For equality monitoring purposes.	This information will only be held and processed in anonymised or pseudonymised form. This information will be kept in perpetuity in an anonymised form for College records and monitoring purposes.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, 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.	N/A	

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5	Recruitment records: communications regarding our decisions (rejections, shortlists, interview invitations, offers)	We generate this data about you	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees, Fellows, or office-holders at the College.	Recruitment records for unsuccessful staff applicants will be destroyed six months from the date of completion of the recruitment process, 1 year in the case of Fellowship applicants. Recruitment records of successful applicants will be retained for 7 years from the date of the end of your contract of employment but, in the case of Fellows, may be archived permanently.	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 legitimate interests except where overridden by your data protection rights and freedoms.	The College stores various records in compliance with immigration law requirements.	N/A		N/A	
6	Appointment records: role details, negotiations, probation period and contract details.	We obtain this data from the University of Oxford We generate this data about you	To record the terms under which staff and office-holders are engaged by the College.	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. Casual staff letters of engagement will be retained for 2 years from the date of the last shift.	Processing is necessary for performance of our contract with you		N/A		N/A	
7	Appointment records: Equality monitoring data	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for College records and monitoring purposes.	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	Processing is necessary for compliance with our obligations under equality law, employment law and laws specific to the higher education sector.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, and ethnicity 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 College archives, the College has a legitimate interest in holding a record of its equality information over time.	N/A	
8	Recruitment records: medical/health and disability information	We obtain this data from you	To enable us to make appropriate adjustments during the recruitment process	One year from the time a decision is made on the application.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
9	Appointment records: medical/health, disability, and religious belief information where adjustment may be necessary.	We obtain this data from you	To enable us to make reasonable adjustments on commencement of your employment by the College.	This information will be held for three months from the date of the end of your employment.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
10	Dietary information	We obtain this data from you	To ensure that you are provided with foods meeting your personal, philosophical and health requirements.	We need this information to ensure you are provided with foods meeting your personal requirements when you attend for interview/viva (normally only required for SRF and PDRF candidates only). This information will be retained for three months after the interview/viva unless you are elected to a Fellowship at the College, in which case it will be retained permanently.	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing 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 when attending for interview/viva.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data in relation to your dietary requirements, the College 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.	N/A	
11	Bank account, sort code and other expense claims.	We obtain this data from you	To enable us to reimburse expenses (where eligible) for interview/viva attendance.	Data relating to expenses allowances and expense claims will be retained for 6 years as part of the College's normal accounts and banking records.	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	We have a legitimate interest in operating and ensuring appropriate use of the College expenses system.	N/A		N/A	

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12	Security records, including CCTV, access control records and access logs . Security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	CCTV records, access control ,and access logs are retained for up to 45 days. Security incidents, accident reports, and health and safety records are retained for 6 years from creation. If such incidents are mentioned during governing body or Committee meetings or papers, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and residents of the College, have a legitimate interest in restricting access to College property to authorised persons, maintaining a record of access and maintaining a record of incidents occurring on College property.	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.	The College 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.	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.	Where data is recorded concerning criminal offences/allegations relating to you.
13	Records of keys or fobs issued and security access records for any fobs or access cards used during an overnight stay when you attend for interview/viva..	We generate this data about you	To enable you to access College facilities while maintaining the security of the College when you are offered overnight accommodation to attend an interview (normally only PDRF and SRF applicants who need to travel to attend the viva/interview).	For six months.	Processing is necessary for performance of our contract with you	The College has a legitimate interest in restricting access to College property to authorised persons, maintaining a record of access and maintaining a record of incidents occurring on College property.	N/A		N/A	