

ALL SOULS COLLEGE
Record of Processing Activities in relation to:
Finance, commercial and related administration

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)	Technical and organisational measures to protect data
1	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. Where suppliers/contractors are sole traders, information also includes self-employed tax reference number (UTR) and NI numbers. Where contractors/suppliers are directors of close companies and the employment status indicator suggests they are employees, dates of birth, NI numbers, and home address information is also processed.	We obtain this data from you; We generate this data about you.	As part of the College's normal operations and dealings with its suppliers and contractors.	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 the College.	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.	The College has a legitimate interest in engaging suppliers and contractors that meet its required standards.					The College accounts system is maintained on a separate server and access to all electronic files connected with the operation and administration of the College is strictly controlled. Paper records are kept on files in a room which is locked when not occupied and subsequently transferred to a locked archive store
2	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.	We generate this data about you	To process bookings and payments for conferences.	In the case of inquiries, a period of 12 months after the date of the inquiry, or 12 months after the conference if later. Papers delivered and information relating to conferences may be retained indefinitely in the College archive (details are explained in the privacy notice relating to College archives). In the case of transaction records, six years from end of the financial year in which the transaction occurred.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract.	The College has legitimate interest in ensuring it receives appropriate payment for conferences and events it hosts.					All correspondence and information relating to the conferences and events it hosts or funds are kept on access-controlled files maintained on the College servers
3	Conference speakers' expenses payment details, including bank account details, correspondence and email addresses,	We obtain this data from you We generate this data about you	To enable us to reimburse expenses payments (where eligible)	Six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you						
4	Title documents, transfers, leases and contracts which include the names of parties, signatories and witnesses.	We obtain this data from you	In order to execute and retain title documents, transfers, leases and contracts.	Permanently	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	The College 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. The College has a legitimate interest in retaining these records on a permanent basis as part of the historic record of the College					The College accounts system is maintained on a separate server and access to all electronic files connected with the operation and administration of the College is strictly controlled. Paper records are kept in a locked filing cabinet in a room which is locked when not occupied and subsequently transferred to a locked archive store
5	Budget documents, audit and accounting documents, management accounts, investment documents and communications relating to such records, all of which may include names and contact details of individuals responsible for or involved with the budgets/accounts/investments.	We generate this data about you We obtain this data from you. We obtain this data from third parties e.g. accountants.	As a normal part of the College's budgetary and accounting processes.	Six years from end of the financial year to which the records relate.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in operating processes for budgeting, auditing, accounting and investment purposes. As a historic institution substantially funded by its property endowment, it also has a legitimate interest in maintaining comprehensive records of its property transactions as its property records are of historical interest for research purposes					
6	Bank account records, including names of payees and transaction details.	We receive this data from a third party (the bank).	In the normal course of operating the College bank account.	Six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in processing its own banking records for cashflow, accounting and audit purposes.					

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7	Accommodation and property bookings: Names, addresses and other contact details (telephone, e-mail), passport and visa information, bank account details, evidence of funding sources (where required), payment records.	We obtain this data from you. We generate this information about you.	To process and manage bookings for College accommodation and tenancies in properties managed by the College.	Six years from the end of the financial year to which the records relate (finance records) One year from the end of the tenancy - documents evidencing the tenant's (or tenants') right to rent the residential property (rental periods over 3 months)	Processing is necessary for compliance with our legal obligations; 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.	The College has a legitimate interest in ensuring that those renting or using College accommodation meet their financial obligations to the College					
8	Governing body and committee agenda, governance documents, and some legal, financial, buildings and architectural records are kept in the College archive- for further detail see the College archive privacy notice and accompanying schedule.	We obtain this data from you. We generate this data about you.	To maintain a historic record of College administration.	Permanently.	Processing is necessary in order 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 its historic buildings. It also has a legitimate interest in maintaining a record of its activities as a college with a strong identity and history and part of a long established university, and in maintaining such records for future research.	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	Where it processes such data, the College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	
9	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.	We generate this data about you. We obtain this data from you. We obtain this data from third parties e.g. legal advisors.	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	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).	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College 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 the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College 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 the College to comply with its statutory and legal obligations.	