Record of Processing Activities - Prospective students and applicants

**ID** | Category of personal data | Source of data | Why we process it | How long we keep this data | What further processing we will do | Details relating to lawful basis (where applicable) | Special category grounds | Normal category grounds | Record of processing activities for data subject | Contact details for further information
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**2** | Applications for and decisions about financial support. For example, decisions on bursaries and loans for tuition fees, whether you are required to pay, based on your country of residence. Also includes details of any financial assistance you have received from any other source. | We obtain this data from you. We generate this data about you. | To support your application, for example by providing information about the type of support you may receive. | 6 years after the last date when you could have enrolled. | Resolves disputes about any financial support we have given you or decisions we have made. | This further processing is necessary for the purposes of our or someone else's legitimate interests, namely to administer financial support. | None | | | None
**3** | Records of open days: these include attendees and visitors to open days and the names and records of any other visitors to the University. | We obtain this data from you. We generate this data about you. | In order to make decisions about whether to offer you support and to ensure you receive support to which you are entitled. | 6 months after the last day you could have attended. | We generate this data about you. | None | | | | None
**4** | Records of open days: these include attendees and visitors to open days and the names and records of any other visitors to the University. | We obtain this data from you. We generate this data about you. | To check whether any individual poses an unacceptable safety risk. | 6 months after the last day you could have attended. | We generate this data about you. | None | | | | None
**5** | Personal data you provide during the application process, including personal statements. | We obtain this data from you. We generate this data about you. | We process this data to consider whether to make reasonable adjustments to the course of information about your disability and/or health (if any) and to comply with our equality obligations. | 6 years after the last day you could have attended. | We generate this data about you. | None | | | | None
**6** | Personal data you provide during the application process, including personal statements. | We obtain this data from you. We generate this data about you. | The College has a legitimate interest in assessing your suitability for the course and whether you meet the admission criteria for the course. | 6 months after the last day you could have attended. | We generate this data about you. | None | | | | None
**7** | Personal data you provide during the application process, including personal statements. | We obtain this data from you. We generate this data about you. | The College has a legitimate interest in assessing whether any individual poses an unacceptable safety risk. | 6 months after the last day you could have attended. | We generate this data about you. | None | | | | None
**8** | Personal data you provide during the application process, including personal statements. | We obtain this data from you. We generate this data about you. | The processing meets a condition in Part 2 of Schedule 2 to the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018. | | | | | | | |
We obtain this data from you
We generate this data about you
To answer queries that you may have about studying at the College.
For 3 years after the end of the academic year when you cease to be a registered student.
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 providing you with information about the College and answering queries that you may have about studying at the College.

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 you have submitted. We will also hold copies of the tests and written work that you submit.
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 admissions data is explained more fully on the University's website, but is taken into account when deciding whether to invite an applicant 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
For 6 years after the end of the academic year when you cease to be a registered student.
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.

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.
For 6 years after the end of the academic year when you cease to be a registered student.
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.

The College has a legitimate interest in providing you with information about the College and answering queries that you may have about studying at the College.