



Wadham College Privacy Notice: Further information on the College Archives

This document provides further details on the ways that personal data is processed in the College archives. It forms part of, and should be read in conjunction with, the privacy notice of Wadham College, available on [the College's GDPR webpage](#). The information applies to anyone whose personal data is retained in Wadham College's archives which will include:

- Former students.
- Current and former staff and officers of Wadham College.
- Individuals who have donated items to our archives.
- Researchers who access our archives.
- Other third parties referred to in records held in the archive.

Below is the further information for the relevant sections in the master Privacy notice (section number provided in brackets).

1. How we obtain your data (Section 5)

Categories of data that we collect, store and use include (but are not limited to):

Provided by you

Some data is provided directly by you. If you are a visiting researcher, for example, we will request your name and contact details, information on the nature of your research and any access requirements. If you do not provide your data, you may not be allowed to access the archive or we may not be able to make suitable arrangements.

Generated by us or provided by others

Apart from the data that you provide to us, the data we hold about you may have been generated by us or obtained from our staff, students, the University of Oxford, donors to our archives or other third parties.

Categories of data that we hold include (but are not limited to):

Management of the Archive:

- Records of the acquisition of items in the archive.
 - Conservation information relating to items in the College archive, including the identity of the person who carried out the conservation.
 - Personal papers and collections donated to the College archive.
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College Records:

- Governance documents: College statutes and documents relating to their interpretation, including Privy Council documents and correspondence, decisions and documents relating to the College Visitor, Royal Commissions and related documents.
- Governing body and committee agenda, papers, minutes and related correspondence.
- Financial records and legal records relating to College assets and the College estate.
- Other financial and legal and records, including those relating to benefactions and trusts.
- Records relating to College buildings, including architectural records and maintenance records.
- Records of academic conferences, seminars and lectures hosted and/or organised by the College.
- Records of College cultural life.

Personal files

- Files of former students including: name, date of birth, gender, preferred title, application forms and references, student status, dates of attendance, course of study, examination results, research records for graduate students, awards, scholarships and prizes conferred, final award, photographs.
- Employee records for academic and non-academic staff including employee name, dates of employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), record of leave and buy-out (academic staff), references, staff photographs.

Personal files may also contain information including:

- special category data
- disciplinary, harassment and grievance records
- personal data related to criminal convictions or offences

As far as reasonable and practicable, such information will be removed in line with our data retention practices.

2. Details of our processing activities, including our lawful basis for processing (section 9)

The data we hold will generally have been obtained for other purposes originally and the law permits Wadham College to retain lawfully obtained data for the purposes of archiving in the public interest, for historical or scientific research purposes or for statistical purposes. The law provides further safeguards that such processing must:

- not be likely to cause substantial damage or substantial distress to you or another individual; and/or
- must not be carried out for the purposes of measures or decisions with respect to you or another individual, unless the purposes for which the processing is necessary include the purposes of approved medical research.

In addition, the College (or a third party such as researchers or donors of archive material) will typically also have a legitimate interest in processing data for such purposes, provided your interests and fundamental rights do not override those interests. The College also has a legitimate interest in being able to provide references for former employees.

Processing of data relating to financial transactions is necessary for the performance of a contract.

Where Special Category data or data relating to criminal convictions or allegations is processed, this will be as set out in sections 6 and 7 of the Privacy notice.

3. How long we keep your data (section 12)

As your data is being processed for the purposes of archiving and historical research, we will keep it until the data is no longer required for this purpose. In practice, this means your data is likely to be retained permanently. However, if you believe our processing this data will cause you substantial damage or substantial distress, please contact the College Archivist (see section 4 below) so that we may consider whether it is appropriate for us to continue processing it, and/or whether further safeguards may be applied to our processing of the data.

4. Contact details (Section 3)

If you have any questions on the above information or data in the College Archives, please contact the College Archivist.

Email: archives@wadham.ox.ac.uk; Tel: (01865) 277900

A full record of our processing activity is available on request from the Data Protection Officer at Wadham College.

Data Protection Officer, Wadham College, Parks Road, Oxford OX1 3PN

Email: data.protection@wadham.ox.ac.uk; Tel: (01865) 277900

5. Revision History

Version	Date	Changes & Approvals
0.1	20 May 2018	Draft for Discussion
0.2	21 May 2018	Incorporating comments from GDPR Advisor, HR Manager, Academic Records Manager
0.3	21 May 2018	Amended by Academic Records Manager
0.4	21 May 2018	Formatting changes
1.0	23 May 2018	Approved for publication by Governing Body