

Sarah Lawrence at Oxford

Wadham College

Privacy Notice

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Revision history

Version	Date	Changes & Approvals
0.1	13 June 2018	Wadham College document adjusted for SLP
0.2	15 June 2018	Comments & formatting from GDPR Advisor
0.3	21/09/2018	Comments & formatting from GDPR advisor and Oliver Butler

1. About this privacy notice

This notice explains what personal data Sarah Lawrence at Oxford (SLP) holds about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it. It should be read in conjunction with the “further information” document(s) relevant to the relationship we have with you as an individual; this further information forms a part of this privacy notice and should not be read in isolation. For more details provided see section 2.

This privacy notice applies to all those whose personal data is processed by SLP. This notice does not form part of any contract of employment or other contract to provide services.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

2. Further information

Further information relevant to different groups and activities is covered in more detail, specifically how data is obtained and processed, the lawful basis for doing this, and expected retention periods. We have indicated in the sections below when you should refer to this further information. Depending on your circumstances, you may find that more than one of these further information sheets is relevant to you. It is important that you read this privacy notice together with the further information. This can be found on the Wadham College GDPR webpage. Please note: this information should be read in conjunction with the policy documents prepared by Wadham College.

Students and applicants

- Potential students and applicants
- Current students

Staff and applicants

- Applicants for academic or non-academic roles at SLP
- Current and former academic and non-academic staff and others who have an association with SLP

Other operational areas of the College

- Security, maintenance and health and safety (including how we use CCTV)
- IT systems (including how we monitor internet and email usage)

NB: SLP does not have separate documents for security or IT systems to those of Wadham College so please refer to the Wadham documents.

Separate privacy notices are available on the Wadham College’s GDPR webpage for:

- Website and cookies (including how Wadham College monitors use of its website).

3. SLP Contact Details

If at any point you have questions about our privacy notice, or how we are using your data, please get in touch with us using the contact details below or refer to relevant further information for departmental contacts.

The Director, Sarah Lawrence at Oxford, Wadham College, Parks Rd, Oxford, OX1 3PN

01865 277975 slp@wadham.ox.ac.uk

4. What is your personal data and how does the law regulate our use of it?

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

Data protection law requires SLP (“us” or “we”), as data controller for your data:

- To process your data in a lawful, fair and transparent way;
- To only collect your data for explicit and legitimate purposes;
- To only collect data that is relevant, and limited to the purpose(s) we have told you about;
- To ensure that your data is accurate and up to date;
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your data.

5. How we obtain your data

Data that we hold on you may come from different sources: we might receive it from you; we might create it ourselves, or we might receive it from a third party. For further information, please see the specific document that relates to you eg: current students or staff.

6. The lawful basis on which we process your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you;
- Where necessary to comply with a legal obligation;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information, typically in an emergency, where this is necessary to protect your vital interests, or someone else’s vital interests. Vital interests are intended to cover only interests that are essential for someone’s life and generally only applies to matters of life and death. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

Further protection is applied in the case of “Special Categories” of personal data as set out below.

7. Special category data

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.
- We may process special categories of personal information in the following circumstances:
- Where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the SLP or you in connection with employment, social security or social protection; or
- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:
 - for the exercise of a function conferred on SLP or anyone else by an enactment or rule of law; or
 - for equal opportunities monitoring;
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.
 - The safeguards are that the processing must (a) not be likely to cause substantial damage or substantial distress to you or another individual; and/or (b) 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 processing must also be in the public interest.

We have in place appropriate policy documents and/or other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your vital interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for “special categories” referred to above.

8. Criminal offence data

To comply with SLP's legal obligation to ensure, so far as is reasonably practicable, that its staff, students and visitors are not exposed to health and safety risks, and in order to carry out due diligence in financial and other contractual areas, we will process details of any relevant criminal convictions, allegations or charges. This may be publicly available information or, in the case of students and staff, this may be data that we ask you to declare to us when you apply to us, or which arise during your association with the College. We will also process data for Disclosure and Barring Service checks that we request.

The processing of criminal offence data is permitted as it is necessary for reasons of substantial public interest, the exercise of a protective function, or the prevention or detection of unlawful acts. In these cases, processing must be carried out without your consent so as not to prejudice the exercise of that function.

9. Details of our processing activities, including our lawful basis for processing

For information on how and why we process your data and the lawful basis on which we rely, please see the specific document that relates to you as a student or staff member. A full record of our processing activity is also available from the Data Protection Officer (contact details in section 3).

10. How we share and protect your data

Where your personal data is shared, we will only do this in appropriate circumstances, by secure means, and with the relevant data sharing agreements in place. We do not, and will not, sell your data.

Your personal data may be shared within the collegiate University of Oxford, with Sarah Lawrence College in New York, or with third-parties including those working on our behalf and others, such as government agencies, where the sharing of data is required or necessary in order to carry out our duties. Third parties working on our behalf will only process your personal data on our instructions and where they have agreed to treat your data confidentially and to keep it secure. We only permit them to process your personal data for specified purposes. We do not allow our third-party service providers to use your personal data for their own purposes nor to keep your data after the processing is complete.

Sharing your data outside the European Union (EU)

Although most of the data we collect, store and process stays within the UK, some information may be transferred to countries outside the European Union (EU). The law provides various further safeguards in such cases.

When you are resident outside the EU in a country where there is no "adequacy decision" by the European Commission, and an alternative safeguard is not available, we may still transfer data to you. This is data which is deemed: necessary for performance of your contract with us; an important public interest; necessary for the establishment, exercise or defence of legal claims; or vital interests.

Otherwise, we may transfer your data outside the European Union, but only for lawful purposes and provided either:

- There is a decision of the European Commission that the level of protection of personal data in the recipient country is adequate; or
- Appropriate safeguards are in place to ensure that your data is treated in accordance with UK data protection law, for example through the use of standard contractual clauses; or

- There is an applicable derogation in law which permits the transfer in the absence of an adequacy decision or an appropriate safeguard.

Additional information on the measures taken by Wadham College to safeguard your personal information is provided in their data protection and information security policies on the Wadham College's GDPR webpage.

- Wadham College Data Protection Policy
- Wadham College Information Security Policy

11. Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

12. How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purpose of satisfying any legal, accounting or reporting requirements.

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that SLP is required to retain certain categories of personal data for longer. Any such changes will be reflected in updated versions of the Further Information relevant to the relationship which you have with us.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Guidance on expected retention periods is included in the further information sheets for different groups available under section 2 above. A full record of our processing activity is also available from the Data Protection Officer (see section 3 contact details).

13. Your legal rights over your data

Subject to certain conditions and exception set out in UK data protection law, you have:

- The **right to request access to a copy of your data**, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing;
- The right to receive a **copy of data you have provided to us**, and have that transmitted to another data controller (for example, another University or College);

- The **right to object to any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing;
- The **right to object to the processing of your information** if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest;
- The **right to object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you;
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the College’s Data Protection Officer (see section 3) or the contact listed in the relevant further information.

Further guidance on your rights is available from the Information Commissioner’s Office (<https://ico.org.uk/>). Please get in touch with SLP’s Data Protection Officer (see section 3) or the contact listed in the relevant further information if you are considering how or whether to exercise your rights. Some of your rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You have the right to complain to the UK’s supervisory office for data protection, the Information Commissioner’s Office at <https://ico.org.uk/concerns/> if you believe that your data has been processed unlawfully.

14. Future changes to this privacy notice

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes or to make the SLP or Wadham College or University’s operations and procedures more efficient. If the change is material, we will give you not less than two months’ notice of the change so that you can exercise your rights, if appropriate, before the change comes into effect. We will normally notify you of the change by email or via a notice on our website.

You can access past versions of our privacy notices on the Sarah Lawrence at Wadham webpage.