

ID	Whose data?	Who we share your data with?	Data recipient locations	What do we send and why do we share it?	Is the recipient outside of the UK?	Basis / safeguards / derogations for transfer outside the UK [allowed via: Adequacy Decision; Appropriate Safeguards; Explicit Consent; transfer for - performance of a contract with data subject; - public interest; - legal claims; - vital interests of data subject]	Is the College importing Data from a controller or processor in the EEA to the UK?	Basis / safeguard / derogation for transfer from EEA to UK [allowed via: Adequacy Decision; Appropriate Safeguards, esp SCC; Explicit Consent; transfer for - performance of a contract with data subject; - public interest; - legal claims; - vital interests of data subject]
1	Students	University of Oxford	UK	<p>Admissions data (including student applications and qualifications), examination results, payments of fees and collection of debts. We also provide information about financial support you receive. We also inform the University of any decisions that you tell us about regarding your course, such as options you wish to take, or if you decide to change or withdraw from your course, intermit or suspend your studies. Records of any decisions we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.</p> <p>Your data is shared to allow the University and Colleges to work together in providing admissions decisions, making decisions about your course and in administering examinations and assessments; to collect fees; and to avoid duplication of effort in areas where the University and Colleges have a common interest. Information about financial support is provided to allow the University to complete its data return to the Higher Education Statistics Agency, which is a regulatory requirement on the University.</p> <p>We also share data with the University to enable it to comply with its duties as a tier 4 sponsor, for example to verify student attendance in accordance with UKVI requirements.</p> <p>With your consent, we may also transfer data concerning your health, disabilities or welfare if it is appropriate to make a request to the University (for example to make a reasonable adjustment). Your data is shared to allow the University and Colleges to work together in making decisions about your course and in administering examinations and assessments under the terms of the Equality Act in order to put in place reasonable adjustments and explain where a student may have been affected by mitigating circumstances.</p>	No	N/A	No	N/A
2	Students	Sponsors	UK and overseas	<p>The College will share information with your sponsor(s) in accordance with the terms of relevant contract(s)/agreement with you and your sponsor. This data is likely to relate to attendance, dates, academic progress, and sometimes fees. This may include international transfer of data where the sponsor is based overseas. Sponsors can be employers, parents or other third parties.</p> <p>We share information relating to the payment of student fees with educational loan providers, such as the Student Loans Company, where this is required under the terms of the funding arrangement, or otherwise at your request. This is for the purposes of confirming your identity, enrolment and attendance. We may also be required to share information relating to suspension or illness in order to facilitate financial support. Your data is shared to facilitate payment of tuition fee and maintenance loans and the provision of other financial support including bursaries.</p> <p>Where you are a recipient of funding originating from overseas bodies, we may be requested or required to provide information to those bodies in relation to you.</p>	Yes No	Necessary for performance of contract with data subject	Yes No	Necessary for performance of a contract with data subject
3	Students	Loan and financial support providers (including the Student Loans Company)	UK and overseas	<p>We share information relating to the payment of student fees with educational loan providers, such as the Student Loans Company, where this is required under the terms of the funding arrangement, or otherwise at your request. This is for the purposes of confirming your identity, enrolment and attendance. We may also be required to share information relating to suspension or illness in order to facilitate financial support. Your data is shared to facilitate payment of tuition fee and maintenance loans and the provision of other financial support including bursaries.</p> <p>Where you are a recipient of funding originating from overseas bodies, we may be requested or required to provide information to those bodies in relation to you.</p>	Yes No	Adequacy decision Explicit consent Necessary for performance of contract with data subject	Yes No	Adequacy decision Necessary for performance of a contract with data subject
4	Staff Students	Mortgage providers and letting agencies	UK	<p>Where you have applied for a mortgage or at the start of a new tenancy, we may release information to relevant organisations on your request to verify your employment and salary. We also supply information to letting agents for students on request.</p>	No	N/A	No	N/A
5	Students	GP practices	UK	We share information with GP practices, on your request and with your consent, to provide you with medical support.	No	N/A	No	N/A
6	Students Staff	Potential employers or education providers	UK and overseas	<p>We will only send your data to employers or education providers that you have approached. We share your data for the purposes of confirming your qualifications and/or employment history with us and providing factual references.</p> <p>Depending on where you have applied, these recipients may be outside of the EU.</p>	Yes No	Explicit consent	No	N/A
7	Students Staff	Relatives, guardians, or representatives of the data subject	UK and overseas	We may wish to contact your next of kin, guardians or emergency contact in cases of emergency. Decisions to contact these individuals will be made in consideration of your rights and freedoms.	Yes No	Explicit consent Transfer for data subject's vital interests	No	N/A
8	Students Staff	Local government council tax departments	UK	We will share data relating to your student status with relevant local government departments for the purposes of council tax exemption, assessment and/or collection. We also share data relating to staff and their partners/families living in College-owned accommodation with the local authority for council tax purposes.	No	N/A	No	N/A
9	Students	Electoral Registration Officers	UK	We share data such as your name, address and nationality, to enable the ERO to contact you regarding eligibility to vote in general and local elections. We also share data relating to staff and their partners/families living in College-owned accommodation with the ERO on request.	No	N/A	No	N/A
10	Students Staff Anyone else we have dealings with	Legal advisers	UK	If circumstances require it, we may share your data with our legal advisers for the purposes of obtaining privileged and confidential legal advice relating to the College's relationship with you.	No	N/A	No	N/A
11	Students Staff Anyone else we have dealings with	UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of tax or duty, safeguarding, or national security	UK	We may share your data with government departments, crime prevention and law enforcement agencies when required or considered appropriate in the circumstances and with the proper consideration of your rights and freedoms. Organisations we may share your data with include the Police and UK Visas and Immigration.	No	N/A	No	N/A
12	Staff Donors	HM Revenue & Customs	UK	Employee identification and payroll information relating to the payment of National Insurance and Income Tax will be shared with HMRC in line with our obligations as an employer. Gift aid information provided by donors will be shared to enable gift aid to be claimed.	No	N/A	No	N/A
13	Staff	Home Office, UK Visas and Immigration	UK	We may be required to share your data with the Home Office or the UK Visas and Immigration agency as part of our obligations under the Immigration Act 2016 and as a visa sponsor for any overseas staff.	No	N/A	No	N/A

14	Staff, spouses, civil partners, dependents and other beneficiaries of staff	Universities Superannuation Scheme (USS) or other pension provider	UK	<p>We will share the data necessary for pension payments to your pension fund or provider. This may include details of:</p> <p>(a) death in service benefit nominations;</p> <p>(b) health information about you (as a result of incapacity retirement benefit);</p> <p>(c) information about your spousal or other relationships which might identify your sexuality;</p> <p>(d) absence information, which might allow the reverse engineering of trade union affiliation in the case of strike absences.</p> <p>We will only process such data when it is necessary for carrying out obligations and exercising specific rights of either you as a member of the pension scheme, or of the College, in the fields of employment, social security or social protection law.</p>	No	N/A	No	N/A
15	Students Staff	Disclosure and Barring Service (DBS)	UK	In order to apply for a DBS check, if you are engaged in an activity which involves contact with children or vulnerable adults or where the College considers a criminal records check is required. You will be notified in advance of any requirement to carry out a DBS check.	No	N/A	No	N/A
16	Students Staff Potential applicants	Third party software suppliers	UK and overseas	<p>We may share data with third parties who supply services to facilitate the College's activities. Such sharing is most likely to involve the transfer of data onto cloud-based servers.</p> <p>Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data.</p>	Yes No	Adequacy Decision Appropriate safeguards - SCCs Transfer for performance of a contract with data subject Explicit consent	No	N/A
17	Alumni and non alumni friends Donors Students	Third-party suppliers providing alumni and fundraising related services	UK EU US (Blackbaud and Buffalo only)	The College may share alumni and non-alumni information with data processors to provide alumni relations services and fundraising services. This may include printers and mail houses for alumni communications, fundraising communications, third party software providers, and fundraising consultants.	Yes	Adequacy Decisions SCCs	No	N/A
18	Students Staff Alumni Donors Anyone else we have dealings with	Auditors	UK	If auditors wish to inspect College records, this may require them to have access to your data for the purpose of conducting their audit. Any audit will be conducted pursuant to an agreement with the College which includes provisions to protect your data from misuse.	No	N/A	No	N/A
19	Students Staff Anyone else we have dealings with	Bodies with responsibility for the regulation and resolution of issues within the higher education sector, including the Office of the Independent Adjudicator and the Office for Students	UK	To comply with regulatory requirements.	No	N/A	No	N/A
20	Students Staff Anyone else we have dealings with	Emergency, medical and similar services personnel	UK	Where necessary to protect your vital interests, or those of another person, we may disclose your personal data to appropriate third parties.	No	N/A	No	N/A
21	Students Staff	Next of kin	UK or overseas	Should a situation arise where it would be appropriate, in our reasonable opinion, to use the next of kin details that you have provided to us, we will disclose to your next of kin such of your personal data as is warranted by the situation.	Yes No	Explicit Consent Vital interests	No	N/A
22	Staff	Occupational health providers	UK	Where an occupational health referral is made we will share your contact details with the provider, as well as appropriate details to enable the provider to conduct its assessment.	No	N/A	No	N/A
23	Staff	Bodies tasked with assessment and / or grading of teaching and research outputs, including but not limited to those involved in the Teaching Excellence Framework and the Research Excellence Framework	UK	We submit details of your teaching and research outputs and assessments, plus ancillary data to show that you meet the qualifying criteria for consideration by relevant panels.	No	N/A	No	N/A
24	Graduate Students doing work for the Academic Office	The Conference of Colleges (who will share the data with other Oxford colleges)	UK	We share right to work checks for Graduate Students working for the Academic Office, as our tutoring work is often conducted at several colleges. We share your title, first name, surname, Single-Sign-On user name, tutor subject, College, date checked, confirmation of your permanent right to work, immigration status, student status and location of right to work documents (noting the document that was checked and where it is held) with the Conference of Colleges and other Colleges.	No	N/A	No	N/A
25	Students	The Conference of Colleges and the Conference of Colleges Appeal Tribunal	UK	If you lodge an appeal with the Conference of Colleges Appeal Tribunal, we will share your data with the Conference of Colleges and the Tribunal (which is administered by the Conference of Colleges). The data we share will be necessary for the appeal process and pursuant to the Tribunal's published procedure.	No	N/A	No	N/A
28	Students	Photographers	UK	Names of matriculands are provided to formal photographers prior to matriculation ceremonies, to enable name keys to be produced for group photographs.	No	N/A	No	No

				The data provided depends on the requirements of the training provider. Typically, it might include: - Name of the person who booked the course - Name of the person who attended (where different) - Course attended - Contact details provided - Where a certificate has been issued, a delegate name - Course outcome	Yes No		Yes No	
29	Staff	External training providers	UK and overseas	We share this data to facilitate training courses and to ensure staff have the training they require for their respective positions.	No	Adequacy decision	No	Adequacy decision
30	Students	Insurance providers	UK	We supply student names, college room addresses and DOB for the purpose of personal contents cover.	No	N/A	No	N/A
32	Students Staff Alumni Anyone else we have dealing with	Digital archiving service providers	UK	Digitally born documents are stored in cloud-based digital storage Provenance information is included in catalogue records for archival objects. It is shared with the service provider to allow for full cataloguing of archival objects.	No	N/A	No	N/A
33	Staff	Insurance providers	UK	Details such as name, date of birth, length of service, and job role of individuals subject to employee relations processes are shared with our insurance provider as part of the requirements of our contract with them to indemnify the College.	No	N/A	No	N/A
34	Staff	Health insurance provider	UK	We provide details such as name, date of birth and health information to our designated health insurer where individuals opt into health insurance, provided as a benefit to certain employees. This information is provided by the employee and shared with the Third Party in order for them to provide the relevant cover.	No	N/A	No	N/A
35	Staff partners/	UK Visas and Immigration	UK	We will hold on file and share 'Right to Work' information on request to UKVI for any non-Worcester student or non-Worcester employee living in College owned accom	No	N/A	No	N/A
36	Staff partners/	Office for National Statistics	UK	For anyone living in College-owned accommodation we will share data such as your name and address with the Office for National Statistics (ONS) for the purpose of the national census and its associated documentation.	No	N/A	No	N/A
37	Students	Worcester College JCR and MCR	UK	At the beginning of each academic year we provide the JCR and MCR with lists of relevant College members so that these Common Rooms can update their membership lists	No	N/A	No	N/A
38	Students Staff Alumni Anyone else we have dealing with Third parties named in Archival material	Bona-fide researchers	UK	Personal data relating to you held in our archival collections may be viewed in the College Archives by bona-fide researchers, but only after assessment by Library and Archives Staff, and only if we are satisfied that the processing is not likely to cause substantial damage or substantial distress to an individual. Such access is provided for scientific or historical research purposes, or statistical purposes. Readers will be required to sign a non-disclosure agreement stating that they will not make their research available in any form that identifies any data subject without the consent in writing of the data subject.	No	N/A	No	N/A