

Worcester College GDPR ROPA - Outreach Participants v.1.0 (June 2024)

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)
K1	The names, dates of birth, and contact details of those attending outreach events (such as open days)	We obtain this data from you  We obtain this data from a third party (e.g. Your teacher or your school)	To inform prospective applicants about studying at the College and ensuring safeguarding standards are met To answer queries that you may have about studying at the College To ensure the programmes we run are effective in their aims	Until the end of the academic year in which the outreach event takes place	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 and outreach participants have a legitimate interest in arranging and attending outreach activities to share and learn about College life before deciding whether to apply	N/A	N/A	N/A	N/A
K2	Photographs	We obtain this data from you  We obtain this data from a third party (e.g. a photographer)	To use in College promotional materials	Photographs taken during College events may be held permanently	Consent		N/A	N/A	N/A	N/A
K3	Disability, Medical Notes, Allergies (College Use) for reasonable adjustments	We obtain this data from you  We obtain this data from a third party (e.g. Your teacher or your school)	To consider what reasonable adjustments we need to make  To take account of any dietary requirements you have	Until the end of the academic year in which the outreach event takes place	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law, and/or food safety law.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	N/A
K4	Data collected to share with HEAT (the Higher Education Access Tracker database) which includes but is not limited to: Care status; Gender; Free School Meal Eligibility; School Name; School Postcode; Estranged Status; Young Carer Status; Subject Interest; References; Educational Information of Student; Contact details of student; Permission to track; Permission to monitor; Disability and Medical Notes.	We obtain this data from you  We obtain this data from a third party (e.g. Your teacher or your school)	If you have supplied personal information for the purpose of an outreach activity organised by the University of Oxford ("the University") and/ or its Colleges, we may add some of your data to the Higher Education Access Tracker database (HEAT www.heat.ac.uk), which we use to record information about our outreach activities and those who take part in them. HEAT is a shared database used by a variety of organisations to identify which activities are most helpful in preparing students for higher education and progressing to employment. Users include the University, its colleges, student organisations, educational charities and relevant public bodies (e.g. UCAS). You can read further details about how your data on HEAT is used here: <a href="https://heat.ac.uk/privacy-notice/">https://heat.ac.uk/privacy-notice/</a>	Local copies of this data are kept until the end of the academic year in which the data is captured  For information on how long data is retained on the HEAT database, see the HEAT Privacy Notice ( <a href="https://heat.ac.uk/privacy-notice/">https://heat.ac.uk/privacy-notice/</a> )	Public interest	Using your data is necessary for tasks that we carry out in the public interest (promoting and widening access to Higher Education)	Substantial public interest under the UK Data Protection Act 2018	Increasing the equality of educational opportunities.	N/A	N/A
K5	Ethnicity data collected to share with HEAT [separate from K4 above, as this data can only come from the student]	We obtain this data from you	If you have supplied personal information for the purpose of an outreach activity organised by the University of Oxford ("the University") and/ or its Colleges, we may add some of your data to the Higher Education Access Tracker database (HEAT www.heat.ac.uk), which we use to record information about our outreach activities and those who take part in them. HEAT is a shared database used by a variety of organisations to identify which activities are most helpful in preparing students for higher education and progressing to employment. Users include the University, its colleges, student organisations, educational charities and relevant public bodies (e.g. UCAS). You can read further details about how your data on HEAT is used here: <a href="https://heat.ac.uk/privacy-notice/">https://heat.ac.uk/privacy-notice/</a>	Local copies of this data are kept until the end of the academic year in which the data is captured  For information on how long data is retained on the HEAT database, see the HEAT Privacy Notice ( <a href="https://heat.ac.uk/privacy-notice/">https://heat.ac.uk/privacy-notice/</a> )	Public interest	Using your data is necessary for tasks that we carry out in the public interest (promoting and widening access to Higher Education)	Substantial public interest under the UK Data Protection Act 2018	Increasing the equality of educational opportunities.	N/A	N/A
K6	References	We obtain this data from you  We obtain this data from a third party (e.g. Your teacher or your school)	To administer attendance on some outreach events and courses	Until the end of the academic year in which the outreach event takes place	Legitimate interest	The College and outreach participants have a legitimate interest in arranging and attending outreach activities to share and learn about College life before deciding whether to apply	N/A	N/A	N/A	N/A
K7	Emergency Contact Details and/or Parent/Guardian Details	We obtain this data from you	To ensure that safeguarding obligations are met	Until the end of the academic year in which the outreach event takes place	Legitimate interest	We have a legitimate interest in safeguarding the welfare of participants	N/A	N/A	N/A	N/A
K8	Comments made by participants on outreach events in so much as they reveal personal data	We obtain this data from you	To ensure the programmes we run are effective in their aims	Until the end of the academic year in which the outreach event takes place (any quotes kept for longer-term use will be anonymised)	Legitimate interest	The College and outreach participants have a legitimate interest in reviewing outreach activities to ensure that the programmes are effective in their aims	N/A	N/A	N/A	N/A