

ID.	Whose data?	Who we share your data with	Data recipient location	What do we send and why do we share it?	Is the recipient outside of the EU?	Basis/safeguards/derogations for transfer outside the EU
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, assessments and 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).</p>	No	
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 and academic progress. This may include international transfer of data where the sponsor is based overseas. Sponsors can be employers, parents or other third parties.</p>	Yes No	<p>Necessary for performance of contract in data subject's interests Transfer within the EU</p>

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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 intermission 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	<p>Adequacy decision Explicit consent Necessary for performance of contract in data subject's interests Safeguards under Art 49(1) second sub paragraph Transfer within the EU</p>
4	Staff	Mortgage providers and letting agencies	UK	Where you have applied for a mortgage or at the start of a new tenancy (or when acting as guarantor), we may release information to relevant organisations on your request to verify your employment and salary.	No	
5	Students	GP practices	UK	We share basic information with GP practices, on your request, to ensure that you are registered with a local GP during your time at Oxford and can receive appropriate support as necessary.	No	
6	Students Staff	Potential employers or education providers	UK and overseas	<p>We will only send your data to employers or education providers where you have provided their contact details to us/approached. We share your data for the purposes of confirming your qualifications and/or employment history with us and providing references.</p> <p>Depending on where you have applied, these recipients may be outside of the EU.</p>	Yes No	<p>Explicit consent Transfer within the EU</p>
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	<p>Adequacy decision Explicit consent Transfer for data subject's vital interests Transfer within the EU</p>
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 living in College-owned accommodation with the local authority for council tax purposes. Nursery user data is shared with the local authority to facilitate the use of state-funded childcare provision.	No	

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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, local and European elections.	No	
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	
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	
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	
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 as a visa sponsor for any overseas staff. This may include graduate student out-tutors.	No	

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14	Staff, spouses, civil partners, dependents and other beneficiaries of staff	Universities Superannuation Scheme (USS) or other pension provider, or insurance companies for those not in an employer pension scheme	UK	<p>We will share the data necessary for pension payments to your pension fund or provider. This may include details of:</p> <ul style="list-style-type: none"> <li>(a) death in service benefit nominations;</li> <li>(b) health information about you (as a result of incapacity retirement benefit);</li> <li>(c) information about your spousal or other relationships which might identify your sexuality;</li> <li>(d) absence information, which might allow the reverse engineering of trade union affiliation in the case of strike absences.</li> </ul> <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	
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	

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16	Students Staff	Third party software suppliers	UK	<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> <p>The College may share student data with third party software providers where required to administer teaching, timetabling, examinations and for anti-plagiarism services. We may share your data in order to facilitate access to IT systems and services such as providers of operating systems, library catalogues and online learning environments.</p> <p>Staff data will be shared with third party software providers where necessary to facilitate HR services, library authentication or other IT systems/services.</p> <p>Nursery user data will be shared with third party software providers where necessary to facilitate learning and development activities, access to parent portal/progress record systems, or other IT systems/services.</p>	No	
17	Alumni Donors	Third party suppliers providing alumni and fundraising related services	UK	<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> <p>The College may share alumni or supporter information with data processors to provide alumni relations services and fundraising services. This may include printers and mail houses for fundraising communications, third party software providers, and fundraising consultants.</p>	No	
18	Students Staff Alumni Donors Anyone else we have dealings with	Auditors	UK	<p>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.</p>	No	

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20	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	
21	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	Transfer for data subject's vital interests
22	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	Adequacy decision Explicit consent Safeguards under Art 49(1) second sub paragraph Transfer within the EU
23	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	
24	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	
25	Graduate Student Out Tutors/Graduate Students doing academic work for the academic office	The Conference of Colleges (who will share this data with other Oxford Colleges)	UK	We share right to work checks for Graduate Student Out Tutors, as out 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	
26	Students	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	

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27	Alumni Donors Supporters	University of Oxford and other Colleges and Permanent Private Halls of the University	UK	We share the data we hold on you to improve our mutual understanding of the multiple relationships you have across the collegiate University; we believe this understanding is crucial for us to be able to provide you with the best possible experience we can. Developing a better appreciation of our relationship with you should improve our communications with you and mean we are better able to respond to your preferences about how we stay connected with you. This includes improving the quality of the data we hold about you and ensuring that we are processing the latest and most accurate data you have provided.	No	
28	Staff - non-academic	Investors in People	UK	Data such as name, job title and role responsibility are shared with the Investors in People Assessor in order to carry out interviews and assess the College against the standard	No	
29	Staff - non academic	The Conference of Colleges (who will share this data with other Oxford Colleges)	UK	Details on your name, job title, work email address and role responsibilities may be shared with other Colleges in order to benchmark roles, share good employment practices, discuss organisational structures and provide contact details for further reference.	No	
30	Staff	University of Oxford	UK	<p>Details on your name, job title, contact details, salary, role may be shared with the University in order to process maternity/paternity/adoption/shared parental leave/paternity leave/parental leave requests. This data may also be shared with coaches, mentors and training offered by the University.</p> <p>Relevant data may be shared with the University disability/Occupational Health team in order to obtain further medical information and consider any reasonable adjustments for work.</p> <p>Applications for BOD cards (identity and access cards) are sent to the University card office.</p> <p>Relevant data may be shared with the University Immigration Team in order to process right to work checks or visa sponsorship.</p>	No	
31	Staff	Third parties involved in learning and development	UK	<p>Details of your name, job title, work email address and role responsibilities may be shared with other training providers in order to facilitate learning and development for staff.</p> <p>We send details of your name, role and work contact details or other relevant details to assessors in other colleges or educational providers in order to achieve relevant qualifications.</p>	No	

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32	Staff	Office suppliers and H&S Assessors	UK	Details on your name, job title, work contact details may be sent to third parties who supply office furniture and supplies and carry out DSE assessments. This ensures that your workstation is fit for purpose and provides advice on any reasonable adjustments that may need considering. You will be notified in advance of any requirement to carry out a H&S Assessment.	No	
33	Students Staff Anyone else we have dealings with	HSE (Health & Safety Executive)	UK	Details on relevant accidents, incidents and near misses need to be reported to the HSE to comply with H&S law. This may include personal contact details so that relevant parties can be contacted by the HSE.	No	
34	Students Staff Customers	Third party agencies and software suppliers University of Oxford	UK	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.  The College may share customer data with third party agents and software providers, where required, to administer Accommodation, meal or ticket reservations, in order to process and facilitate bookings and fulfil our contract for services with you.  We share data such as your name, contact details, age, gender, dietary requirements, health and disability details, opinions or comments made about the College.	No	
35	Those married, or intending to be married in the College	Church authorities including the Diocese of Oxford and Church House	UK	Details of your name, age, occupation, marriage date, and other personal details required for you to be married in the college. These are required to comply with legal requirements and to enable us to fulfil the contract we have with you.	No	
36	Alumni Donors Supporters	Organisations or individuals affiliated to the College		We benefit from a network of organisations and individuals who volunteer their support to Wadham College. We may share relevant data with them, in appropriate circumstances, by secure means, and with the relevant data sharing agreements in place.	Yes No	Details are provided in the Development and Alumni Relations Privacy Notice on our website.
37	Alumni Donors Supporters	Partner organisations that accept gifts in support of the College	EU, Switzerland & USA	Data may be shared by us with organisations that enable tax-efficient giving outside the UK where it relates specifically to donations you have made, or have pledged to donate via these organisations.	Yes No	Details are provided in the Development and Alumni Relations Privacy Notice on our website.

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38	Potential students	HEAT (Higher Education Access Tracker)	UK	Data such as name, date of birth, postcode and school is collected and shared. We do this to: inform you of outreach activities or events that may be of interest to you; to compare effectiveness of and co-ordinate activities; to report on progression from us to further study and employment.	No	
39	Students resident in College Accommodation	Endsleigh Insurance Ltd	UK	Details of your name, date of birth, course of study and 'Wadham College' as address. The data is shared to validate your residency status with Endsleigh Insurance who provide a certain level of insurance cover for all rooms in College residences. This is necessary in order to expedite the claims process should you need to make a claim to Endsleigh Insurance and to ensure that Endsleigh treats students as existing or past policyholders when they contact Endsleigh directly	No	

Version Control		
Version	Date	Changes & Approvals
0.1	22 May 2018	Draft for Discussion
1.0	23 May 2018	Approved for publication by Governing Body
1.1	19 August 2020	Additional line for data sharing with Endsleigh Insurance