



Wadham College Privacy Notice: Further information on access and outreach events and for prospective students and applicants

This document provides further details for prospective students and applicants on the ways that personal data is processed by the College. It also provides information on data processed in connection with access and outreach activities. The document forms part of, and should be read in conjunction with, the privacy notice of Wadham College, available on the [College's GDPR webpage](#). For those attending an event at Wadham College, in particular a residential event, the further information relating to conferences and events may also be relevant.

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)

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.

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

Provided by you

- Contact information and other details provided in connection with attendance at open days or access and outreach events, with requests for information on studying at Wadham or when you join our mailing list.
- Pupil details for access and outreach events and contact details for teachers and parents/guardians
- Information you provide during the application process, including on your UCAS or graduate application form, name, contact details, gender identity, education and employment history, predicted grades, language proficiency, personal statement, referee details and any research proposal or written work that you submit during the application process.
- Special category data that you provide in the admissions process or in connection with access and outreach events, including details of your ethnicity, any disabilities, adjustments that might be needed, dietary requirements.
- Records of any criminal convictions that you disclose to us in the admissions process.

- Details of your school, post code and care background provided in your application or in connection with access and outreach events.
- Your fee status and associated information such as your country of residence, funding details including copies of evidence.

Generated by us, the University of Oxford, or other third parties

- Your school or previous educational establishments or employers if they provide references to us.
- Your family members, guardians, friends, and other contacts who may provide us with information about you if and when they contact us, or vice versa.
- Records of open days and access and outreach events, including the names and contact details for those attending (potential students and teachers), accommodation bookings and emergency contact details for those staying in College.
- Communications prior to events or to your application.
- Data received via, or entered onto, University of Oxford systems.
- Records of our admissions decisions and related correspondence, interview arrangements where applicable, feedback on your application, records of whether you meet the conditions of the offer and enrol at the College. If applicable to your course we also receive details of equivalent decisions by the University department that you apply to.
- Data relating to the decisions made concerning fee status and funding details.
- Data relating to applications for and decisions about scholarships, bursaries and other financial support.
- Data related to visa applications and eligibility to study in the UK.

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

Data that you provide to us and the possible consequences of you not providing it

If you do not provide us with information that we ask for, it may affect how we are able to help you. For example:

- If you are a prospective student wanting to attend an open day, it may mean that you cannot attend the open day, depending on the type of information we requested.
- If you are an applicant wanting to study with us, it may mean that we are unable to assess your application properly and have to reject it, depending on the type of information we requested.

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources as described under section 1.

Examples of data that we process, either provided by you or generated by ourselves or others, together with the relevant lawful grounds, is provided below.

Legitimate Interests:

Some data is processed for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. This includes:

- Data processed in responding to enquiries about studying at Wadham or in connection with attendance at events.
- Data relating to the assessment of applications. The College has a legitimate interest in using appropriate data about academic performance, and to take account of the context of academic achievement in order to decide who to invite for interview.

Where it is necessary to take steps at your request prior to entering a contract:

- Records of and communications about our admissions decisions
- Data required in order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.

To comply with a legal obligation:

- Data shared with the Home Office/UK Visas and Immigration as part of our reporting obligations under immigration law.
- Special category data, including ethnicity and disability details which we process for equality monitoring purposes and in order to consider reasonable adjustments that should be made (in the case of disability information).

Consent:

- Data processed when you opt to join our mailing list.
- Data processed when we assist with visa applications at your request.
- Applications for financial support where this is not automatically considered.

We may also use your data in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent. Where you are aged under 18, we may ask your parent or guardian for their consent also.

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

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

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.

The retention period, will depend on the category of the data. As a general guide, our expected retention periods are as follows:

Expected retention period	Data
Up to one year following the end of the academic year in which the event took place	Details of attendees at access and outreach events and open days.
One year following completion of the admissions cycle	Admissions data relating to unsuccessful candidates. For successful applicants who do not enrol, one year from the last date on which you could have enrolled. Written work for all candidates.
Six years following the end of the financial year in which you ceased to be a registered student	Where not on an application form, admissions data for successful candidates who enrol which will not normally form part of the permanent student record. This includes, details of personal life including health, family/financial circumstances, ethnicity, sexuality, political opinions,

	religious or philosophical beliefs and emergency contact details. As far as reasonable and practicable, this data will be removed.
Permanent	Admissions data transferred to the archive as part of the student's core record, including name, date of birth, gender, application form and references. Papers, including statistics used for equality and access reporting received by Governing Body or other College committees. Information that appears in promotional material, including photos (consent obtained at the time of original processing).

4. Contact details

If you have any questions on the above information or other queries about your data, please contact the Academic Administrator

Email: admin@wadham.ox.ac.uk; Tel: (01865) 277946

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	Amended by Academic Records Manager
0.5	21 May 2018	Formatting changes
0.6	24 May 2018	Inclusion of access and outreach information
1.0	24 May 2018	Approved for publication