This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002

Nature of work description

University Of Oxford

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to:-

- provide education
- carry out support services to our students and staff
- enable us to advertise and promote the university and the services we offer
- administration of membership records
- provision of facilities to other groups or organisations
- publication of the university magazine and alumni relations
- undertake research (including research relating to health)
• carry out fundraising
• to manage our accounts and records
• providing commercial activities to our clients.
• the use of CCTV systems

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

• personal details
• family details
• lifestyle and social circumstances
• education details and student records
• education and employment details
• financial details
• disciplinary and attendance records
• vetting checks;
• goods or services provided
• visual images, personal appearance and behaviour
• information held in order to publish university publications
• business activities of the data subject
• customer, client details (including goods services received)
• complaint, incident, accident details
• courts, tribunals and enquiry proceedings
• licences, permits held

We also process sensitive classes of information that may include:

• racial or ethnic origin
• trade union membership
• religious or other similar beliefs
• physical or mental health details
• sexual life
• political opinions
• offences and alleged offences
• criminal proceedings, outcomes and sentences
• immigration status
• radiation dose records
• confidential patient information
• dietary / other special health requirements
• criminal intelligence
• visual images (personal appearance and behaviour)
• students records (past and present)

Who the information is processed about

We process personal information about:

• students and pupils
• business or other contacts
• employees, contracted personnel
• employees of other organisations
Who the information may be shared with

We sometimes need to share the personal information we process with the individual themself and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- self employed persons
- previous and prospective employers of the staff and referees
- agents and contractors
- persons who may be subject of enquiry, press release or other promotional exercise
- donors and friends of the university
- third parties participating in course work (including volunteers, patients and survey respondents
- survey respondents, other persons assisting research
- authors, publishers, editors, artists and other creators
- elected representatives and other holders of public office
- applicants for permits, licences, registration
- claimants, beneficiaries, payees
- licence holders
- retired persons
- alumni
- landlords
- tenants
- donors and lenders
- health professionals
- consultants and other professional experts
- patients and healthcare system users
- subjects of research
- financial sponsors
- assignees, guarantors and other other parties with legitimate contractual business interest
- trainees
- witnesses
- customers and clients
- relatives, guardians and associates of the data subject
- advisers, consultants and other professional experts
- suppliers, professional advisers and consultants
- business contacts
- landlords, tenants
- complainants, correspondence and enquirers
- donors and friends of the university
- authors, publishers and other creators
- persons who may be the subject of enquiry
- third parties participating in course work
- health, welfare and social organisations
- friends of the university
- individuals captured by CCTV images (including those inside, entering or in the immediate area under surveillance
family, associates and representatives of the person whose personal data we are processing
• current, past or prospective employers
• healthcare, social and welfare organisations
• educators and examining bodies
• suppliers and service providers
• student union
• financial organisations and advisers
• credit reference agencies
• credit card agencies
• debt collection and tracing agencies
• auditors
• police forces, security organisations
• courts and tribunals
• prison and probation services
• legal representatives
• local and central government
• consultants and professional advisers
• trade union and staff associations
• survey and research organisations
• press and the media
• voluntary and charitable organisations
• landlords
• careers service
• trade unions and staff associations
• recipients of university and college services
• higher education statistics agency
• students unions
• legal representatives
• health and safety commission
• health and safety executive
• national radiological protection board
• occupational pensions board
• organisations awarding research grants and contracts
• pension consultative committees
• pension trustees and administrators
• colleges of the university
• independent oxford alumni groups
• oxford and cambridge groups
• the oxford university society
• the media
• UCAS
• student loans company
• financial sponsors
• foreign education authorities
• hospitals residential centres, museums, libraries and other external amenities for visits and courses
• research collaborators
• agents and contractors

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any
transfers made will be in full compliance with all aspects of the data protection act.

End of Report