

Merton College RoPA - Finance

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)
1	Supplier information including names, contact details and banking details.	We obtain this data from you.	As part of the College's normal operations and dealings with its suppliers.	In the case of transaction records, six years from end of the financial year in which the work was completed.	Processing is necessary for the performance of our contract with you.	The College has a legitimate interest in engaging suppliers that meet its required standards.				
2	Student billing information including names, contact details, date of birth, University Card number and Student Finance England number.	We obtain this data from you and the University of Oxford	To correctly raise invoices for goods and services provided by the College.	Two years after the student graduates.	Processing is necessary for the performance of our contract with you.					
3	Fellows billing information including names, contact details, date of birth and University Card number.	We obtain this data from you and the University of Oxford	To correctly raise invoices for goods and services provided by the College.	At the end of the academic year in which the fellowship finishes.	Processing is necessary for the performance of our contract with you.					
4	Student meal booking information including names, date of birth, University Card number & food allergies.	We obtain this data from you and the University of Oxford	Maintain records of meal sittings, payments for meals and meals taken.	Two years after the student graduates.	Processing is necessary for the performance of our contract with you.					
5	Fellows meal booking information including names, date of birth, University Card number & food allergies.	We obtain this data from you and the University of Oxford	Maintain records of meal sittings, payments for meals and meals taken.	At the end of the academic year in which the fellowship finishes.	Processing is necessary for the performance of our contract with you.					
6	Employee information including name and remuneration details.	We generate this data about you.	As a normal part of the College's budgetary process.	Six years from end of the financial year to which the records relate.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in operating processes for budgeting.				
7	Donor information including name, address and donation amount.	We obtain this data from you.	Details of donations under Covenant are used to claim Gift Aid.	Retained until covenants are no longer active.	Processing is necessary for the performance of our contract with you.					
8	Student Financial Support information including name, OSS ID, household income and details of financial assistance with tuition fees and living expenses.	We obtain this data from you and the University of Oxford	To ensure current students receive financial assistance due to them so that they can pay for goods and services supplied by the College.	Retained until students complete their studies at the College.	Processing is necessary for the performance of our contract with you.					