



ID.	Category of personal data	Source of the data	Why we process it	How long we keep it (provisional retention periods)	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	Records of your name, gender/preferred title, address, date of birth and school. Details of musical experience and qualifications as recorded on application form	We obtain this data from you	So that we can administer the choir	<p>Successful applicants: For 6 years after the end of the academic year you cease to be a member of the choir</p> <p>Unsuccessful applicants: A skeleton record (name and email address) will be kept permanently.</p>	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the performance of a task carried out in the public interest;</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p>	The College has a legitimate interest in processing this data so that it can administer the choir	N/A		N/A	
2	Parents/guardian name, address, email and phone number. Name of responsible adult who can collect choir member from College or permission to return home unaccompanied. Permission to have photos taken at choir events	We obtain this data from you	So that we can administer the choir, and so we can contact people close to you in the event of an emergency or to inform them about choir activities	A new consent form is requested each year. Each consent form will be kept for 6 years after the end of the academic year you cease to be a member of the choir	<p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for compliance with a legal obligation</p>	<p>The College has a legitimate interest in taking such information into account when it makes decisions that may affect your health, wellbeing or ability to participate.</p> <p>Processing is also necessary for compliance with safeguarding</p>	N/A		N/A	
3	Information about your health, dietary requirements and/or disabilities	We obtain this data from you;	In order to take account of any medical issues or dietary requirements you have (whether for medical or belief reasons), or where there is a medical emergency	For 6 years after the end of the academic year you cease to be a member of the choir	<p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for compliance with a legal obligation</p>	<p>The College has a legitimate interest in taking such information into account when it makes decisions that may affect your health, wellbeing or ability to participate.</p> <p>Processing is also necessary for compliance with equality law, and/or food safety law.</p>	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or under 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 equality and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
4	Records of attendance	We generate this data about you	To monitor attendance and to administer the choir	For 6 years after the end of the academic year you cease to be a member of the choir	<p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</p>	The College has a legitimate interest in keeping such records to help administer the choir.	N/A		N/A	
5	Records of College cultural life: photographs and written records of the choir (including concert programmes)	<p>We obtain this data from you</p> <p>We generate this data about you</p> <p>We obtain this data from third parties</p>	To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own archive record of what its members have achieved over time.	Records will be retained within College archives permanently.	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 has a legitimate interest in maintaining a record of its cultural life, including for researchers and future students.				

6	Passport records for overseas trips and events.	We obtain this data from you	Where the College organises an event abroad	For 3 months after the date on which you return from the overseas event/trip.	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 has a legitimate interest in arranging cultural events abroad.	Explicit consent			
7	Emergency contact details	We obtain this data from you	So that we are able to contact people close to you in the event of an emergency.	For 6 years after the end of the academic year you cease to be a member of the choir	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 has a legitimate interest in the College being able to contact someone you nominate for emergency situations.				
8	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (for example in connection with legal advice, or in relation to auditing obligations).	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
9	Data listed in this table that we hold after the end of your contract with us, including data that we hold permanently for archiving and research purposes.		In order to provide references, and so that we have a record if required by a regulator, for archiving and research purposes and/or for the purposes of legal claims.	See periods listed elsewhere in this table.	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 has a legitimate interest in being able to provide references, and in being able to provide information to regulators, and/or defend or make legal claims. The College also has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity, history and research tradition, and in maintaining such records for future research.	Processing is necessary for the establishment, exercise or defence of legal claims. Processing is necessary for archiving in the public interest, and/or for historical research purposes.	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	Processing is necessary for the establishment, exercise or defence of legal claims. Processing is necessary for archiving in the public interest, and/or for historical research purposes.	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.