

Keble College Ball 2019 GDPR ROPA - Guests - v1.1 (December 2018)

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 Grounds
Name, Surname, ID-Style Photo	We obtain this data from you.	To allow our ticketing system to function appropriately.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
Email Address	We obtain this data from you.	The reason for processing attendees email addresses is to be able to provide them with further information about the Ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
Affiliation e.g. if you are currently a Keble student, if you were previously a student at Keble.	We obtain this data from you.	To allow our ticketing system to function appropriately.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
College Information (where applicable) e.g. if you are currently a member of another Oxford college.	We obtain this data from you.	To allow our ticketing system to function appropriately.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
Phone Number	We obtain this data from you.	In case we cannot contact you via e-mail and we deem it necessary, we will contact you via phone.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.				
Payment information including bank/building society account numbers, sort codes, credit/debit card numbers, invoicing address, outstanding payment information.	Worldpay, Globalpayment and Handelsbanken (processors on the Ball's behalf) obtain this data from you.	As part of taking payments for Ball tickets.	Six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you.	This data is not shared with Keble College, but is processed on its behalf.	N/A		N/A

Bank account records, including names of payees and transaction details.	We receive this data from a third party (the bank).	In the normal course of operating the Keble ball bank account.	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; Processing is necessary for performance of our contract with you.				N/A
Photos and Video Material on the night	We generate this data on the night of the ball.	To meet the expectations of ballgoers in terms of capturing memories for them as part of the ball-experience. The photographs and video are passed to the College archives as part of the historic record of events, conferences and seminars taking place within College life and to support historical research.	The video and photographs will be made available online for one year after their release. The video and photographs will then be retained permanently within the College archives.	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 archiving past events, exhibitions, conferences, seminars and lectures that it hosted and/or organised.			N/A

Keble College Ball 2019 GDPR ROPA - Suppliers - v1.1 (December 2018)

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 Grounds
Name, Surname, ID-Style Photo	We obtain this data from you.	To allow for our ticketing system to work.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you;		N/A		N/A
Supplier and contractor information including names, contact details, communications with contractors, details of contracts, tender information, works undertaken, items purchased, invoicing arrangements, VAT numbers and payments made, banking details, information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products.	We obtain this data from you; We generate this data about you.	As part of Keble ball 2019's normal operations and dealings with its suppliers and contractors.	In the case of transaction records, six years from end of the financial year in which the work was completed. In the case of information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products, we will retain this whilst you remain a supplier or potential future supplier to future Keble Balls.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Keble ball 2019 has a legitimate interest in engaging suppliers and contractors that meet its required standards.	N/A		N/A

Bank account records, including names of payees and transaction details.	We receive this data from a third party (the bank).	In the normal course of operating the Keble ball bank account.	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; Processing is necessary for performance of our contract with you.		N/A		N/A
Title documents, transfers, and contracts which include the names of parties, signatories and witnesses.	We obtain this data from you.	In order to execute and retain title documents, transfers and contracts.	For a period of 6 years after receiving the document, transfer or contract.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.		N/A		N/A
Photos and Video Material on the night	We generate this data on the night of the ball.	To meet the expectations of ballgoers in terms of capturing memories for them as part of the ball-experience.	The video and photographs will be made available online for one year after their release. The video and photographs will then be retained permanently within the College archives.	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 archiving past events, exhibitions, conferences, seminars and lectures that it hosted and/or organised.	N/A		N/A

Keble College Ball 2019 GDPR ROPA - Keble Ball Committee - v1.1 (December 2018)

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 Grounds
Name, Surname, ID-Style Photo	We obtain this data from you.	To allow for our ticketing system to work.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
Email Address, Mobile Phone Number	We obtain this data from you.	To have available for various contractors, suppliers, vendors, etc. involved with the ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;		N/A		N/A

Affiliation e.g. if you are currently a Keble student, if you were previously a student at Keble.	We obtain this data from you.	To allow our ticketing system to function appropriately.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
College Information (where applicable) e.g. if you are currently a member of another Oxford college.	We obtain this data from you.	To allow our ticketing system to function appropriately.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you.		N/A		N/A
Photos and Video Material on the night	We generate this data on the night of the ball.	To meet the expectations of ballgoers in terms of capturing memories for them as part of the ball-experience.	The video and photographs will be made available online for one year after their release. The video and photographs will then be retained permanently within the College archives.	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 archiving past events, exhibitions, conferences, seminars and lectures that it hosted and/or organised.	N/A		N/A
Minutes generated during Ball Meetings.	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.	Indefinitely.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.	Keble ball 2019 has legitimate interests in collecting and storing data on past meetings to appropriately record ideas, suggestions and other information produced by the committee in said meetings, which might prove useful in future years.	N/A		N/A

Keble College Ball 2019 GDPR ROPA - Keble College Current Students (JCR & MCR) - v1.1 (December 2018)

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 Grounds
Name, Surname, E-mail Address	We obtain this information from Keble College.	To allow our ticketing system to function appropriately.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for performance of our contract with you;		N/A		N/A

Keble College Ball 2019 GDPR ROPA - Keble College Graduands - v1.1 (December 2018)

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 Grounds
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Name, Surname, E-mail Address	We obtain this information from Keble College.	To allow our ticketing system to function appropriately.	Until a month after the ball.	<p>Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for performance of our contract with you;</p>		N/A		N/A
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