## Wolfson Colleges - Finance, commercial and related administration - ROPA

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 and contractor information including manes, contact details, communications with contractors, details of contracts, tender information, works undertaken, lens purchased, involcing arrangements, VAT numbers and payments made, bankling 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 the College's normal operations and dealings with its suppliers and contractors.	In the case of transaction records, sk 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 year remain a supplier or potential future supplier to the College.	for performance of our contract with you;	The College has a legitimate interest in engaging supplies and contractors that meet its required standards.				
2	Records relating to event and merchandise sales and purchases consisting of date of the order, details of the event/merchandise booked, sold or purchased, the amount due, the contact and payment details of the purchaser including credit card number/credit card security number, direct debit or bank transfer (account holder, number and sort code) information and receipts.	from you We generate this data	To process payments for events and merchandise.	Six years from end of the financial year in which the transaction occurred.	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.					
3	Records relating to conference bookings consisting of communications and inquiries, details of the event/conference, the amount due, the contact and payment details of the purchaser.	We generate this data about you	To process bookings and payments for conferences.	In the case of inquiries, a period of 12 months after the date of the inquiry, or 12 months after the conference if later. Papers delivered and information relating to conferences may be retained indefinitely in the College archive (details are explained in the privacy notice relating to College archives). In the case of transaction records, six years from end of the financial year in which the transaction occurred.	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.					
4	Title documents, transfers, leases and contracts which include the names of parties, signatories and witnesses.		In order to execute and retain title documents, transfers, leases and contracts.	In the case of contracts, for a period of <b>6 years</b> after conclusion of the contract. In the case of title documents, transfers and leases, <b>6 ra</b> a period <b>6 12 years</b> after the College disposes of its interest in the property.	for performance of our contract with you	The College has a legitimate interest in entering contracts, leases and transfers of land, and in training records and tile documents to assist with the management of its properties.				
5	Budget documents, audit and accounting documents, management accounts, investment documents and communications relating to such records, all of which may include names and contact details of individuals responsible for or involved with the budgets/accounts/investments.	We generate this data about you We obtain this data from you. We obtain this data from third parties e.g. accountants.	As a normal part of the College's budgetary and accounting processes.	Six years from end of the financial year to which the records relate.	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 operating processes for budgeting, auditing, accounting and investment purposes.				

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details set College archive privacy notice and accompanying schedule.about you.about you.		financial, buildings and architectural records				or someone else's	legitimate interest in maintaining a record of its	in the public interest as	generations, and in the context of the College	Schedule 1 to the Data	for individuals' rights and freedoms. The UK
accompanying schedule.accompanying sc		are kept in the College archive- for further	We generate this data			legitimate interests,	activities as part of a long established university	permitted under the	being a College of a long-established University	Protection Act 2018	Data Protection Act provides safeguards by
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