

Annex H: Student Accommodation

We will collect many types of information about you. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity and we strongly recommend that you consult this.

Categories of personal data we collect about you and why we collect it

The sorts of personal data we collect about you include records of or information about:

- Details of your accommodation agreement including duration of occupancy, payments and decisions about allocation of accommodation.
- Other records relating to your accommodation e.g. contact information, bookings for guests, lost property records and the condition of your accommodation, in order to provide you with information and related services and so that we have records for safety purposes of who is on College premises.
- Records of requests and bookings of rooms and facilities for events, in order to provide facilities to you.
- Financial information including details of invoicing.
- Emergency contact details so that we can contact people close to you in the event of an emergency.
- Mailing lists informing you about e.g. start and end of term, maintenance etc.
- Landlord references, if we are asked to provide a reference for you.

Sources of your personal data

Data is generated by us or obtained from you.

The legal basis on which we process your data

We will process your personal data on the basis of our contract with you or on the basis of the College's and/or someone else's legitimate interests, except where those interests are overridden by your data protection rights and freedoms.

The College has a number of legitimate interests, for example in providing accommodation and ensuring it operates efficiently and safely, in ensuring bookings are considered in accordance with its procedures and in providing information to students about the College and University.

The College and its students have a legitimate interest in the College receiving and providing references. The College will only provide references where requested by you.

Processing of sensitive category data is necessary for reasons of substantial public interest and to enable the College to avoid breaching its obligations under legislation.

Additional information including processing of data relating to criminal convictions

The College will hold information about criminal convictions or allegations where incidents are alleged to have occurred on College property, or involved members of, or visitors to, the College. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Some records e.g. information about your accommodation agreement, copies of references and your emergency contact details will be retained for 6 years after the end of the academic year when your tenancy or licence ends. Other types of information may only be held for six months or a year following the conclusion of the academic year in which your tenancy agreement ends. Your email contact details will be removed from mailing lists within three months of your ceasing to be a student at the College.

We recommend that you consult the College [Register of Processing Activities](#) for details regarding the retention period for specific categories of data.