

NEW COLLEGE PRIVACY POLICY
GENERAL PUBLIC

If you are a member of the general public or a visitor who accesses our services or facilities, this section will be relevant to you.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest	Third party processing and international transfer information
To register you where you seek to access our facilities such as library or archive or attend an event	(a) Identity (b) Contact	(a) Performance of a contract	<p>The University provides IT services to New College to which it has access</p> <p>Agents are engaged by us to manage and administer accommodation bookings by non-students during vacation periods.</p> <p>We engage third parties to administer document destruction services on our behalf.</p> <p>Third parties providing banking, insurance and payment services.</p> <p>Third parties providing debt management and/or recovery services.</p>
<p>To deliver services, events or access to you including:</p> <p>(a) Manage payments, fees and charges</p> <p>(b) Collect and recover money owed to us</p> <p>(c) Providing catering</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(a) Welfare</p> <p>(b) Financial</p> <p>(c) Transaction</p> <p>(d) Marketing and Communications</p>	<p>(a) Performance of a contract</p> <p>(b) Necessary for our legitimate interests (to recover debts due to us)</p>	
To manage our relationship with you which will include notifying you about changes to our terms or privacy policy	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Profile</p> <p>(d) Marketing and Communications</p>	(a) Necessary to comply with a legal obligation	

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To ensure safety and security at our premises	(a) Identity (b) Contact	(a) Necessary for our legitimate interests (in ensuring the safety and security of individuals and our assets on our premises)	
To administer and protect New College and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our organisation, provision of administration and IT services, network security and to prevent fraud) (b) Necessary to comply with a legal obligation	
To deliver relevant website content and marketing delivered to you and measure or understand the effectiveness of the marketing we serve to you	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	(a) Necessary for our legitimate interests (to understand how our visitors use our services and facilities, to develop them and to develop our organisation)	
To use data analytics to improve our website, services, marketing, public relationships and experiences	(a) Technical (b) Usage	(a) Necessary for our legitimate interests (to define types of users of our events and services, to keep our website updated and relevant, to develop our	

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		organisation)	
To make suggestions and recommendations to you about events or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	(a) Necessary for our legitimate interest (to develop our events and services)	
<i>Bed and Breakfast Guests</i> - Data provided by individuals, companies, and organisations is used by the College to communicate and to ensure that we can provide the services that are required. This includes maintaining security by keeping information about vehicles, bicycles, rooms, and contact details that you use.	(a) Your name (b) contact details (c) passport/ID number (d) car registration number (e) credit or debit card information.	(a) consent: you have given clear consent for us to process your personal data for completing your booking, although generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending direct marketing communications to you, and you may withdraw your consent in those circumstances. (b) legal obligation: relating to the prevention and detection of crime, apprehension and prosecution of offenders, safeguarding, or national security.	We share personal information with third parties:- 1) in order to process credit/debit card payments and 2) in order to process via our EPOS system. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

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		<p>(c) contractual obligation: to provide facilities and resources to you, or for the performance of your contract with us.</p> <p>(d) legitimate interest: we may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for business development, statistical and management purposes.</p> <p>- Where you have consented, we will use your information to let you know by email about products and services we offer. If you change your mind about being contacted in the future, you will be able to withdraw your consent by unsubscribing.</p>	
<p><i>New College Store</i> - Some pages on the web site are present specifically for customers to make online purchases of goods or services. For the purposes of processing the transaction and delivery of the item or service it is necessary to temporarily hold personal data such as name, address, credit/debit card details and email address. This</p>	<p>(a) Your name</p> <p>(b) contact details</p> <p>(c) credit or debit card payment information.</p> <p>(d) In common with most websites, this site automatically logs</p>	<p>(a) consent: you have given clear consent for us to process your personal data for completing your booking, although generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending direct marketing communications to you, and you may withdraw your consent in those circumstances.</p>	

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<p>information is held only as long as necessary to conclude the transaction or deliver the item.</p> <p>If you ticked the Opt-in selection to receive future promotional communications, your personal data, but NOT credit or debit card information is retained for an indefinite period or until you tell us to delete it.</p>	<p>certain information about every request made of it (see our cookie policy here). This information is used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely.</p>	<p>(b) legal obligation: relating to the prevention and detection of crime, apprehension and prosecution of offenders, safeguarding, or national security.</p> <p>(c) contractual obligation: to provide facilities and resources to you, or for the performance of your contract with us.</p> <p>(d) legitimate interest: we may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for business development, statistical and management purposes.</p>	