



New College Privacy Policy Fellows & Employees

Our full Privacy Policy can be found on our website <https://www.new.ox.ac.uk/privacy-policy>

If you are an employee, volunteer, fellow or applicant to New College, this section will be relevant to you. This notice does not form part of any contract of employment.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest	Third party processing and international transfer information
To engage you as our employee	(a) Identity (b) Contact (c) Professional (d) Welfare (e) Financial	(a) Performance of the employment contract; (b) Necessary to comply with a legal obligation; (c) Necessary for our legitimate interests - processing Welfare Data to carry out a DBS check is necessary for the protection of the public; processing Identity and Welfare Data for equality monitoring purposes is necessary for us to promote and maintain equality	The University provides IT services to New College to which it has access. Where you are jointly appointed with the University or another College, we may need to share data with those organisations for the delivery of our obligations under our respective contracts. Third parties providing financial accounting software are engaged to maintain and manage our financial records. HMRC is provided information for tax and accounting purposes.
To manage our relationship with you which will include: (a) To pay salary, expenses, PAYE, pension contributions	(a) Identity (b) Contact (c) Professional	(a) Performance of the employment contract and any other contracts you may enter into with New College (e.g. in respect of joint equity scheme arrangements);	We engage third parties to administer document destruction services on our behalf. Third parties providing banking and payment services.



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<p>(b) To manage grievance, disciplinary and capability matters</p> <p>(c) To ensure health and safety</p> <p>(d) Notifying you about changes to our policies and procedures</p> <p>(e) To provide you with appropriate resources such as library access</p> <p>(f) Providing you with catering</p> <p>(g) Detailing your attendance at and participation in New College administrative meetings</p> <p>(h) Processing conflict of interest declarations</p> <p>(i) To manage your absence records (including holiday, sickness records, sabbatical entitlement and other absences)</p> <p>(j) To manage research project</p>	<p>(d) Welfare</p> <p>(e) Financial</p>	<p>(b) Necessary to comply with a legal obligation;</p> <p>(c) Necessary for our legitimate interests in respect of:</p> <ul style="list-style-type: none"> i. health and safety management); ii. catering services to ensure that you receive appropriate service on an ongoing basis; iii. of pension contributions to enable the pension provider to operate the pension in accordance with the scheme and your and their respective rights and obligations; iv. your attendance at meetings, we have a legitimate interest in compiling a record of administrative and managerial matters; v. conflict of interest declarations, we have a legitimate interest in understanding when your interests' conflict with those of New College and when you will be unable to 	<p>Third parties providing debt management and/or recovery services.</p> <p>Personal data is sent to third party financial institutions outside the EU where those bank details are given to New College in regards to refunds or reimbursements</p>



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<p>and funding applications and renewals</p> <p>(k) To manage leave and buyout requests</p>		<p>contribute to management and/or decisions;</p> <p>vi. Professional Data, we have a legitimate interest in holding an up to date record of your learning and development achievements for workforce planning and recognition;</p> <p>vii. Welfare Data as we have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances;</p> <p>viii. absence records as we have a legitimate interest in monitoring and managing the availability of employees;</p> <p>ix. research projects/funding as we have a legitimate interest in recording the research activities of our employees and identifying sources of funding they receive and supporting applications for funding</p>	
<p>To administer and protect New College and this website and other digital resources (including</p>	<p>(a) Identity</p> <p>(b) Contact</p>	<p>(a) Necessary for our legitimate interests (for running our organisation, provision of administration and IT services,</p>	



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troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(c) Technical	network security and to prevent fraud); (b) Necessary to comply with a legal obligation	
To use data analytics to comply with regulatory requirements, improve our website, services, marketing, staff relationships and experiences	(a) Technical (b) Usage	(a) Necessary to comply with a legal obligation; (b) Necessary for our legitimate interests (to keep our website updated and relevant, to develop our facilities and to inform our employee engagement strategies)	
To refund battels or the reimbursement of expenses.	(a) identity (b) contact (c) Financial	(a) Performance of a contract	