

Brasenose College GDPR Framework Document Version Control Log (February 2024)

Under the accountability principal of GDPR it is required that the College keep previous versions of its published privacy notices and other related documents that are part of the GDPR framework. This document tracks the versions of these documents.

Privacy Notices

Title	Academic & Non Academic Staff Applicant Privacy Notice			
Description	Privacy notice for all applicants for positions at Brasenose			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	HR Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Alumni, Donor and Supporters of the College Privacy Notice			
Description	Privacy notice for alumni, donors and supporters of the College..			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Development Director			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	TH / JK	Addition of Vulnerable Person Fundraising Policy link	01/06/2018	Archived
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.5	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Archive Privacy Notice			
Description	Privacy notice for data stored in the College archives.			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	College Archivist			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Conference, Guest & Visitor Privacy Notice			
Description	Privacy notice for all delegates, organisers, visitors and residential guests.			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Domestic Bursar			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Employee Privacy Notice			
Description	Privacy notice for all staff employed by Brasenose College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	HR Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Financial, Commercial and Supplier Privacy Notice			
Description	Privacy notice for suppliers/contractors and financial services supplied to the College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	College Accountant			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	ICT Systems Privacy Notice			
Description	Privacy notice for all users of the ICT systems at Brasenose			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	ICT Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	SCR (Senior Common Room only) Privacy Notice			
Description	Privacy notice for all members of SCR that have no other relationship with College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Bursar			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Security & CCTV Privacy Notice			
Description	Privacy notice regarding use of security systems like CCTV and door locks			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Domestic Bursar			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Student and Visiting Student Privacy Notice			
Description	Privacy notice for all students at Brasenose College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Senior Tutor			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Student Applicants & School Visitor Privacy Notice			
Description	Privacy notice for all student applicants and school visitors to Brasenose College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Senior Tutor			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

Title	Web Services Privacy Notice			
Description	Privacy & cookie notice for all users of Brasenose web services			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	ICT Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Archived
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Archived
V1.4	JFK	Updated Data Sharing outside UK	Feb 2024	Published

ROPA (Records of Processing Activities)

Title	Alumni, Donor and Supporters ROPA			
Description	ROPA for alumni, donors and supporters of the College..			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Development Director			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Added / modified some extra activities to match working practice	9 th July 2019	Retired
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Archive ROPA			
Description	ROPA for data stored in the College archives.			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	College Archivist			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Conference, Guest & Visitor ROPA			
Description	ROPA for all delegates, organisers, visitors and residential guests.			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Domestic Bursar			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Employee, SCR, Fellowship & Academic Visitor ROPA			
Description	ROPA for all staff, SCR members and academic visitors to Brasenose College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	HR Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Added / modified some extra activities to match working practice	9 th July 2019	Published

Title	Financial, Commercial and Supplier ROPA			
Description	ROPA for suppliers/contractors and financial services supplied to the College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	College Accountant			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	ICT Systems & Web Services ROPA			
Description	ROPA for all users of the ICT systems and web services at Brasenose			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	ICT Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Security & CCTV ROPA			
Description	ROPA regarding use of security systems like CCTV and door locks			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Domestic Bursar			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Student and Visiting Student ROPA			
Description	ROPA for all students at Brasenose College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Senior Tutor			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Added / modified some extra activities to match working practice	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Student Applicants & School Visitor ROPA			
Description	ROPA for all student applicants and school visitors to Brasenose College			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Senior Tutor			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

GDPR Data Sharing Table

Title	Brasenose College Data Sharing Table			
Description	Details how the college shares data with other parties.			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	ICT Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Review & modified for nursing provision change	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published

Brasenose College Data Classification and Handling Scheme

Title	Brasenose College Data Classification and Handling Scheme			
Description	Details on how data is classified and should be handled.			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	ICT Manager			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed & updated	9 th July 2019	Retired
V3	JFK	Review (Update for UK DP 2018)	June 2023	Published

LIA (Legitimate Interest Assessments)

Title	Alumni Donor and Supporters LIA			
Description	LIA for alumni, donors and supporters of the College..			
Created By	Tina Hill & James Fletcher			
Date Created	23 rd April 2018			
Maintained By	Development Director			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	TH & JF	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Published

Title	Archive data LIA			
Description	LIA for the College Archives			
Created By	Helen Sumping			
Date Created	23 rd April 2018			
Maintained By	College Archivist			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	HS	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
V1.3	JFK	Review (Update for UK DP 2018)	June 2023	Published

College Data Protection Statement.

Title	Brasenose College Data Protection Statement			
Description	Public overview of College's GDPR Framework			
Created By	John Kinsey (ICT Manager)			
Date Created	23 rd April 2018			
Maintained By	Data Protection Officer			
Version Number	Modified By	Modifications Made	Date Modified	Status
v1.0	JFK	Draft Creation	23 rd April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 st May 2018	Draft
v1.2	GDPR SG	Approved by Steering Group	10 th May 2018	Retired
v1.3	GDPR WG	Reviewed	9 th July 2019	Retired
V1.4	JFK	Review (Update for UK DP 2018)	June 2023	Published