Society of St Stephen's House, ROPA document - IT Functions, including users of College email and telephone/mobile devices

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this	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	Firewall, security and PC misuse incident log files consisting of the date and time of incident, which user (user name), details of the incident and any consequential action taken.	We generate this data about you	In the course of maintaining the College's networks, protecting their integrity, investigating computer misuse and to minimise the risk of misuse recurring. Such records might also be used for disciplinary purposes where staff or students have breached College policies.	One year from the date we learn of the incident.	Processing is necessary for the purposes of our legitimate interests, and preservation of the integrity of the University network, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in maintaining the integrity of its systems, to investigate misuse and taking action to prevent misuse recurring. Further, the wider University contractually requires the maintenance of this material. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws.			The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	
2	Network Login information (on 'Active Directory') for students, staff, fellows and visitors consisting of time, date and duration of login, username of person logging in, IP addresses associated with login, records of which users have printed documents and at what time/date, details of any charges for printing. We also hold records of the level of access permission users have to the system and which areas (e.g. staff, student, visitor, administrator). We also hold encrypted / obfuscated password information.	We obtain this data from you We generate this data about you	As a necessary part of the management and operation of our systems and controlling who has access to them. In cases of misconduct or copyright abuse such records might also be used as part of any investigation or staff/student disciplinary action. Records of internet usage are required to assist with troubleshooting and determining which users are affected by a security incident. They are also required to monitor and/or prevent: -malicious network traffic -suspected access of illegal materials, alleged copyright infringement and/or violations of University or College IT or disciplinary regulations Encrypted password information is held to enable users to login to our systems with their password.	Login information and internet use logs are retained for 12 months. Password and access level information is retained for as long as you are entitled to use our systems: that is, whilst you are a student, staff member, or academic visitor).	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation. In the case of staff and students, processing is necessary for performance of our contract with you.	The College has legitimate interest in keeping records of who has accessed its systems, websites visited and activity to assist with IT security and in taking disciplinary action under its contracts with staff or students if appropriate. Keeping such records and monitoring activity is also necessary to comply with the College's security and accountability obligations under data protection laws.			The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	
3	IT support logs and records consisting of user names/contact information, dates and times of requests/problems, details of requests and details of steps taken and resolution of requests.	We generate this data about you	In the normal course of operating, supporting and maintaining our systems	IT support logs are retained for 12 months.	Processing is necessary for the purposes of the College's and the University's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation;	The College has a legitimate interest in keeping such records to help it maintain the functioning and security of its systems. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws.				
4	Core User Directory ('CUD') records as database downloads from central University systems	We obtain this data about you, from central university systems	The data is provided to us by central university Registration and ICT systems. We use this data primarily to manage and audit the process of admissions and on-boarding.	CUD material is retained for no longer than necessary to perform our auditing process, and in any case, for no more than three months	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper and efficient administration of the admissions and on-boarding process.	N/A		N/A	
5	Forms from students and others, confirming their acceptance of the College's terms and conditions for use of the network facilities	We obtain this data from you	In accordance with both College and University rules, we require written confirmation of your acceptance of our terms of use.	These forms are retained for no more than 12 months beyond the relationship of the student or academic visitor with the College	These forms show explicit consent to terms, for use of the network facilities				N/A	