



Mansfield College

UNIVERSITY OF OXFORD

Mansfield College Privacy Notice – Contractors and Suppliers

This privacy notice applies to anyone whose personal data is processed by Mansfield College as a supplier or contractor.

Summary

Mansfield College is committed to protecting the privacy and security of personal data.

This notice explains what personal data Mansfield College holds about contractors and suppliers (“you”), how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

What is your personal data and how does the law regulate our use of it?

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your personal data”.

Data protection law requires Mansfield College (“us” or “we”), as data controller for your personal data:

- To process your personal data in a lawful, fair and transparent way;
- To only collect your personal data for explicit and legitimate purposes;
- To only collect personal data that is relevant, and limited to the purpose(s) we have told you about;
- To ensure that your personal data is accurate and up to date;
- To ensure that your personal data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your personal data.

Mansfield College’s Contact Details

If you need to contact us about your data, please contact: Domestic Bursar, Mansfield College, Mansfield Road, Oxford. OX1 3TF. Telephone: 01865 282888. Email:

domesticbursar@mansfield.ox.ac.uk

Alternatively you can contact the College's Data Protection Officer at:

E-mail: info@mooreclear.com

What personal data we hold about you and how we use it

We may hold and use a range of personal data about you at different stages of our relationship with you. We might receive this personal data from you; we might create it ourselves, or we might receive it from someone else (for example if your conference or event organiser is passing on your booking details).

Categories of personal data that we collect, store and use include (but are not limited to):

- Contact details that you provide to us, including names, addresses and telephone numbers.
- Financial information including details for invoicing purposes (including payment information such as credit card or banking payment information).
- Details in any contracts, documents, leases required for managing the contract.
- CCTV footage and movement records of visitors to Mansfield College premises, for example of timing of access to buildings or offices, whether through electronic access systems or manual records.

The lawful basis on which we process your personal data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you.
- Where it is necessary to comply with a legal obligation.
- Where it is necessary for the performance of a task in the public interest.
- Where it is necessary for our legitimate interests (or those of a third party), and your interests and fundamental rights do not override those interests.

We may also use your personal data, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your personal data on the basis of your consent.

How we apply further protection in the case of "Special Categories" of personal data

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

The Special Categories of personal data consist of data revealing:

- Racial or ethnic origin;
- Political opinions;

- Religious or philosophical beliefs;
- Trade union membership.

They also consist of the processing of:

- Genetic data;
- Biometric data for the purpose of uniquely identifying someone;
- Data concerning health;
- Data concerning someone's sex life or sexual orientation.

We may process special categories of personal data in the following circumstances:

- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:
 - for the exercise of a function conferred on Mansfield College or anyone else by an enactment or rule of law; or
 - for equal opportunities monitoring;
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place appropriate policy documents and/or other safeguards which we are required by law to maintain when processing such personal data.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Criminal convictions and allegations of criminal activity

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for "special categories" referred to above.

Personal data that you provide to us and the possible consequences of you not providing it

Most personal data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

Contact details and financial information, as listed above, must be provided as part of any contract between us for the provision of services.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide the relevant financial information will mean that we are unable to process any payment and may not be able to enter into the relevant contract with you. A failure to provide accurate organisation and purpose details may mean that we choose not to enter into the relevant contract with you.

Some personal data that you give to us is provided on a wholly voluntary basis – you have a choice whether to do so. An example includes disability and health condition information, which you may choose to provide to us if we need to take it into account during our relationship with you.

Other sources of your personal data

Apart from the personal data that you provide to us, we may also process personal data about you from a range of sources. These include personal data that we generate about you, such as when communicating with you, receiving your invoices and/or payments;

How we share your personal data

We do not, and will not, sell your personal data to third parties. We will only share it with third parties external to the collegiate University, if we are allowed or required to do so by law.

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders.	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, and/or for the protection of the public (in cases where there is a duty on us to report).
HM Revenue & Customs (HMRC)	Invoicing information to the extent required to fulfil Mansfield College's tax reporting obligations.

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Other Colleges and/or PPH's within the University of Oxford	If you are working with other Colleges but only if necessary
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders.	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, and/or for the protection of the public.

Where information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the purpose.

All our data processors are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our data processors to use your personal data for their own purposes.

Sharing your data outside the UK

The law provides various further safeguards where data is transferred outside of the UK.

When you are resident outside the UK in a country where there is no “adequacy decision” by the UK Government, and an alternative safeguard is not available, we may still transfer personal data to you which is necessary for performance of your contract with us.

Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

How long we keep your personal data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements.

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that Mansfield College is required to retain certain categories of personal data for longer.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Your legal rights over your personal data

Subject to certain conditions and exception set out in UK data protection law, you have:

- The **right to request access** to a copy of your personal data, as well as to be informed of various information about how your personal data is being used;
- The **right to have any inaccuracies in your personal data corrected**, which may include the right to have any incomplete personal data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your personal data suspended**, for example if you want us to establish the accuracy of the personal data we are processing.
- The right to receive a **copy of personal data you have provided to us**, and have that transmitted to another data controller (for example, another University or College).
- The **right to object to any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The **right to object to the processing of your personal data** if we are relying on a “legitimate interests” for the processing or where the processing is necessary for the performance of a task carried out in the public interest.

- The **right to object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you.

Where the lawful basis for processing your personal data is **consent**, you have the **right to withdraw your consent at any time**. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the Domestic Bursar, Mansfield College, Mansfield Road, Oxford. OX1 3TF. Telephone: 01865 282888. Email: domesticbursar@mansfield.ox.ac.uk

If you wish to exercise any of your rights in relation to your data as processed by Mansfield College please contact our Domestic Bursar. Some of your rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Further guidance on your rights is available from the Information Commissioner's Office (ICO) (<https://ico.org.uk/>). You have the right to complain to the ICO at <https://ico.org.uk/concerns/> if you believe that your personal data has been processed unlawfully.

Future changes to this privacy notice

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes or to make Mansfield College or the University's operations and procedures more efficient. If the change is material we will notify you of the change by a notice on the College website.

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