

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 |
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|-----------------------|---|---|-----------------------------|---------------|
| 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 |
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|-----------------------|---|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|---|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|---|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|---------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|---|---------------------------------|-----------------------------|---------------|
| 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 |
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ROPA (Records of Processing Activities)

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|-----------------------|---|--|-----------------------------|---------------|
| 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 |
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|-----------------------|---|--------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|--------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|--|-----------------------------|---------------|
| 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 |
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|-----------------------|---|--------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|---|--------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|---|--------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|--|--|-----------------------------|---------------|
| 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 | Retired |
| V1.5 | HJ | Improve internal publication clarity. | May 2025 | Published |
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|-----------------------|--|--------------------------------|-----------------------------|---------------|
| 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 |
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GDPR Data Sharing Table

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|-----------------------|---|--|-----------------------------|---------------|
| 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 |
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Brasenose College Data Classification and Handling Scheme

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|-----------------------|---|--------------------------------|-----------------------------|---------------|
| 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 |
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LIA (Legitimate Interest Assessments)

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|-----------------------|--|--------------------------------|-----------------------------|---------------|
| 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 |
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|-----------------------|------------------------------|--------------------------------|-----------------------------|---------------|
| 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 |
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College Data Protection Statement.

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|-----------------------|---|--------------------------------|-----------------------------|---------------|
| 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 |
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