

Governor Privacy Notice

The information we collect about you

We will collect personal information from you when you apply for a role as governor with us. This will include your:

- name
- address
- phone number
- email
- date of birth

We will collect personal information from you when you become a new governor of the College. This will be your:

- name
- marital status
- previous surname(s)
- address
- date of birth
- photograph
- occupation
- type of employment
- phone number
- email addresses
- NI number
- a register of interests

The legal basis on which we collect and use your personal information

We collect information in order to enable us to fulfil our legal obligations in relation to providing further education in line with the Further and Higher Education Act 1992, to comply with the requirements of government funding agencies, and to meet other statutory requirements.

Under the Further and Higher Education Act 1992 and the FE Corporations Order 2010, the College is required to process certain data about its Corporation members including name, employment and register of interests.

How long we keep your personal information

We will keep your data in accordance with our document retention policy. This reflects our need to meet any legal, statutory and regulatory obligations. The retention periods can vary from one piece of information to the next but in all cases our need to use your personal information will be reassessed on a regular basis and information which is no longer required will be disposed of.

Personal data about governors may be included in Corporation papers and such papers are retained for 50 years however other personal data held in other documents will be retained for 6 years after the termination of appointment.

How we share your personal information

Governor's data such as name, profile, photo, and register of interests are included on the College's website. Other data may be included in Corporation papers which are public documents.

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

Automated decisions we take about you

We do not make automated decisions using this information.

Your rights

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our privacy policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.