



GOVERNORS PRIVACY NOTICE (PROCESSING YOUR PERSONAL DATA)

INFORMATION FOR GOVERNORS FROM THE CLERK TO THE BOARD

Please read this information before you sign your consent form

(Valid for 2018 and until superseded)

General

In order to fulfil the College's statutory requirements, including those under the Articles of Association and Governance Agreement, to meet Good Practice Guidelines and to provide Governors with appropriate information, it is necessary for the College to process personal data about you, including sensitive/special category personal data, both manually and electronically, in accordance with the Data Protection Act 2018 and General Data Protection Regulation ("Data Protection Laws") which govern the processing of personal information.

It is a requirement of the Data Protection Laws that you are fully informed of the data held, its nature and purpose, where located and the format in which it is kept and processed. The College Data Protection Policy sets out the rules for adherence to the requirements of the Data Protection Laws and is available at:

<https://www.boltoncollege.ac.uk/assets/Uploads/Attachments/GDPR/Bolton-College-Data-Full-Protection-Policy.pdf>

If you have any questions about our privacy practices, please contact the Clerk to the Governors or our Data Protection Officer.

Contact details: Bolton College Data Protection Officer:

Email: DPO@boltoncc.ac.uk

Address: Data Protection Officer
Bolton College
Deane Road Campus
Deane Road
Bolton
BL3 5BG

The College's Information Commissioner's Office data controller registration number is ZA445139.

Changes to this privacy notice

It is important that you check this privacy notice for updates. If we make changes that we consider to be important, we will let you know by contacting you.

How we process your personal information – legal basis for processing

Your membership of the Board and/or its Committees, your entry in the Register of Members' Interests and the records of most meetings, are published by the College for internal and external purposes.

Please note that when you sign your consent form you will be giving explicit permission to the College to process certain specified data relevant to your role as a Governor of the College. This data is described in this privacy notice and includes providing information about you legitimately to the College and the public where it is good practice and/or there is a legal basis to do so.

All other personal information provided by you and any other information kept about you for the purpose of providing a service to individual Governors and about the Board or Committees, will be treated in confidence and will not be disclosed to third parties, except where required for the following legal bases or where your consent has been received.

Some processing activities may be carried out where it is necessary:

- for a **legal obligation**. For example, disclosing personal data to external parties under statutory powers.
- to protect your **vital interests** or another party. For example, disclosures to ensure the safety and wellbeing of a governor or another individual.
- for the performance of a **task carried out in the public interest** or in the exercise of official authority. For example, collecting or disclosing information in order to meet regulatory or statutory requirements.
- for **legitimate interests** pursued by the College. The legitimate interest will relate to the efficient, lawful and proportionate delivery of College business.

Where any of the above legal bases do not apply, the consent of a Governor to process their personal data is sought.

Table A below sets out the separate categories of personal information that the College may hold, what its purpose is, where the information is located, the method of data processing used and the legal basis for processing that information.

To monitor the success of the College's equality and diversity strategy, we will record and process details of your age band, gender, ethnicity and any disabilities for analysis.

Who do we share your personal data with?

The College may need to share your personal data within the organisation or third parties outside of the College. The privacy of your information is paramount and will not be disclosed unless there is a justified purpose and legal basis for doing so.

- **College staff and committees** who need the information for administrative purposes.
- **Contractors and suppliers** where the College uses external services.
- **Government bodies and departments** responsible for public funding, statistical analysis, monitoring and auditing, sponsorship and regulatory matters. For example, OfS, ESFA, DfE, Charity Commission.
- **Hotels and external venues** for bookings and to confirm accommodation, dietary and access requirements.
- **Companies House** for Governors who are directors.
- **College insurers, auditors and legal advisers**

How we secure personal information

The College takes the matter of data security and protection seriously and uses appropriate technologies and procedures to protect personal information. The personal data you provide to us is securely held by the College and will be treated confidentially and with sensitivity.

Our information security policies and procedures are reviewed regularly and updated as necessary to meet our service needs, changes in technology and regulatory requirements.

How long we keep personal information

The information held on you as a Governor, as described in this privacy notice, will be kept in accordance with the College's Data Use and Retention Schedule detailing the retention period for different records.

Your right to access and correct your personal information

The College respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

Under the Data Protection Laws you have the right to obtain a copy of the information we hold on you, and you may request this from the Clerk to the Governors.

You must ensure that all personal data provided to the College is accurate and up to date. Any changes must be notified to the Clerk to the Governors.

If you are not happy with how the College manages your personal information you should contact the Clerk to the Governors in the first instance.

NOTIFICATION OF PERSONAL DATA HELD ON
GOVERNORS BY BOLTON COLLEGE

This privacy notice is given to each Governors as part of the requirements of the Data Protection Laws.

When you sign your consent form you are expressly giving your permission to us to process this data, including sensitive/special category personal information about you, as described below.

TABLE A

No.	Type of information held and purpose	Description of components	Method of data Processing	Main Location of data (and any secondary locations)	Data Format (and accessibility)	Legal Basis for Processing
1.	<u>Membership Details</u> For the published record of membership of the Board and Committees.	<u>Name, title, membership category, term of office, status</u> (prospective, current, past membership), office held (eg Chair).	Manual and electronic records	Clerk's Office (Web Page)	Lists of membership, (publicly available), acceptance declaration.	Legal obligation; public interest task; legitimate interests; consent
2.	<u>Personal Details</u> To facilitate provision of services to Governors, accessibility, monitor equal opportunities, audit of attributes and expertise.	<u>Membership details</u> (as in 1 above), contact address, telephone, fax number and e-mail (work and/or home), photograph, ethnicity, nationality, gender, date of birth, disability, experience, expertise, educational background, statements in support of membership application.	Manual record	Clerk's Office	Lists and tables (only available to Governors and Executive Office)	Legal obligation; public interest task; legitimate interests; vital interests; consent
3.	<u>Register of Interests</u> In order to meet statutory and good practice requirements on transparency in decision-making, to monitor declarations of interest.	<u>Pecuniary and non-pecuniary interests of a member and spouse/partner and close relatives</u> , including employment, business involvement, external benefits (as a Governor), membership of public bodies, honorary positions	Manual record.	Clerk's Office	Register of Interests (available to public upon request), records of meetings (publicly available).	Legal obligation; public interest task; legitimate interests; consent
4.	<u>Meetings of Board and Committees</u> For record of membership, attendance or not, decisions made at meetings.	<u>Name, any office held, presence, apologies for absence, action taken or to be undertaken</u> , (eg proposer or seconder of motions, voting, declaration of interests, dissent)	Manual and electronic records.	Clerk's Office (Web Page)	Minutes (publicly available), Notes and other records of meetings.	Legal obligation; public interest task; legitimate interests; consent



BOLTON COLLEGE

**GOVERNOR CONSENT FORM FOR PROCESSING
PERSONAL DATA**

In accordance with the Governors Privacy Notice above, as a Governor I expressly give my permission for Bolton College to process personal data about me, including sensitive/special category personal data, as described in the accompanying leaflet which I have received.

NAME (PLEASE PRINT): _____

SIGNATURE: _____ DATE: _____