

Selby College Governor Privacy Notice

What we need

Selby College will be what's known as the 'Controller' of the personal data you provide to us.

The categories of college workforce information that we collect, process, hold and share include:

- personal information (such as name, address, telephone, national insurance number, bank details and curriculum vitae)
- special categories of data including characteristics information such as gender, age, photograph, ethnicity
- qualifications (for lecturing and management roles)
- proof of identity and right to work data (such as passport, driving licence and/or birth certificate)
- declarations of interests

Why we collect and use this information

We use college workforce data to:

- so that we can contact you regarding meetings and other relevant events
- enable individuals to be paid e.g. subsistence expenses
- enable compliance with legislation e.g. Further and Higher Education Act 1992, to maintain a Governing Body as its senior decision-making body
- As the Corporation operates a College of Further Education under the Children Act 2004 it has a statutory duty to safeguard and promote the welfare of its learners. For example the college will need to check whether you have any previous convictions, which would make you unsuitable for working with children and young people.
- The College, as an exempt charity under the Charities Act 2011, as amended has a statutory duty to ensure that its Governors are eligible to act as trustees and therefore collects their declarations and conducts checks to satisfy this requirement.
- Images of you (photos or videos) may be used to promote the role and identity of Governors inside the College and externally in publicity material, such as adverts, information leaflets, newsletters, press releases or on the internet (websites), to raise awareness of the services provided by the College. These images will be stored in a database and may be used for publication (as described above) and will be viewed by the public.
- Selby College is committed to promoting equality of opportunity, eliminating unlawful discrimination and encouraging good relations between different groups. This includes not discriminating under the Equality Act 2010

The lawful basis on which we process this information

We process this information under:

- Article 6 (1) a – Consent of the data subject
- Article 6 (1) b - Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract
- Article 9(2)b - Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether

you are required to provide certain information to us or if you have a choice in this. The college collects personal data from you during your application. This is then updated throughout your governorship at the college.

How long we keep it

We hold college Governor data for:

- Up to 24 months - for applications for vacant positions
- 7 years after the end of you being a governor for financial regulations
- The College Annual Reports and Financial Statements, which contain summary information for governor appointments and participation in corporation business, are retained for the duration of the College's existence as a statutory corporation.
- Should any a governor or director be directly involved in a safeguarding matter related to an individual learner then this may result in personal data being entered on that learner's safeguarding file. Under current legislation, safeguarding information about individual children is retained for up to 70 years after the learner has left the College

No other 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found in the college's GDPR Policy. We don't store any information about you outside of the UK.

With who and why we share college workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Disclosure and Barring Scheme (DBS)

Your name, address and date of birth. We will share this information with the Government's Disclosure and Barring Service (DBS) so that they can check whether you have any previous convictions, which would make you unsuitable for working with children and young people. The College will retain information resulting from these checks to confirm that they have been completed and the Corporation's decision to appoint a governor or otherwise.

Payroll Provider

We share information with the payroll provider to allow correct and lawful processing of expense claims for governors.

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

You can make a subject access request, a form for which is in the college's GDPR policy on SharePoint, and this is the right to be informed

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or

distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

The college's Director of Governance Jeanne Woolford (ext. 1042) woolfordj@selby.ac.uk
or the Data Protection Officer Mike Pilling (ext. 1087) pillingm@selby.ac.uk