

## **PRIVACY POLICY - GOVERNORS**

*The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.*

### **1 Policy Statement**

The College has a responsibility under the General Data Protection Regulations (GDPR 2018) to ensure the security and fair use of personal data. The College is committed to being transparent about the data that it collects and uses and to meeting its data protection obligations.

This policy explains how and why we collect your personal data, how we will use that data, and what rights you have over your data.

### **2 What is 'personal data'?**

'Personal data' includes any information that the College holds about you which identifies you. This includes **basic information** such as

- your name and contact details
- current and previous governorships
- records of training related to your governorship
- Signed Declaration of Eligibility forms
- information provided by individuals as part of an application form to facilitate the governor appointment procedure

Your name may be mentioned in the minutes of governors' meetings.

### **3 How does the College collect and use personal data?**

Your personal data is collected via your application form to become a governor and as a result of various activities whilst you are in post. Your data will be stored securely in both electronic and paper formats.

We use this data to:

- Comply with legislation as it applies to sixth form colleges
- Provide appropriate statutory advice and guidance
- Deliver governor advice, guidance, information and training through a traded service

### **4 Our legal grounds for using your data**

This section describes the legal basis applied to processing your data.

#### Public task

The majority of your data will be processed under the public task basis. We are using your data to enable us to perform a public task, i.e. running the College.

## **5 With whom does the College share your data?**

We may share your data with various external agencies to allow us to manage the College

- The Department for Education
- Regulatory bodies such as OFSTED

Occasionally we may use consultants, experts and other advisors to assist the College in fulfilling its obligations and ensure its effective operation. We may need to share your data with them if it is relevant to this work.

Where we do share data, we will do so securely and only where we have confirmation from the recipient that they will process your data securely, fairly, and in line with legislation. We will not send your data outside of the European Economic Area.

## **6 How long do we keep your data?**

We keep your information whilst you are a governor and after you have stopped being a governor to ensure that our legal obligations are met. Normally, we will keep most records for seven years after the end of the year in which you leave us, although some records maybe destroyed earlier where there is no good reason to keep them. Exact details are set out in our Data Retention Policy.

## **7 What decisions can you make about your information?**

If any of your data is incorrect, you should ask us to amend it. In some cases we may require evidence of the correct information or may need to check in order to change it.

If you want to see what data we hold about you, you are entitled to request a copy, via the Data Protection Officer (contact details below).

You may, at any time, ask us to delete any information that we hold about you that we no longer need.

## **8 Further information, guidance and contact details**

If you require further information about our use of your personal data, or if you have any concerns about how your data is being shared, please contact our Data Protection Officer:

[DPO@wqe.ac.uk](mailto:DPO@wqe.ac.uk)

If you are unhappy about the way we have used your personal data you should contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk)