

**Walsall College Privacy Notice**

**Information for Governors**

## Who is the Data Controller?

Walsall College is the data controller. Our address is, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES.

Our Data Protection Officer is Gurpreet Sandhu. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk).

Walsall College needs to hold and process information about you and your circumstances. Some of this is personal data, which means it can be used to identify you. The law gives you rights about what happens to this personal information. The General Data Protection Regulations (GDPR), which come into effect on 25 May 2018, strengthen the rights which individuals have over their data which organisations collect and process.

This Privacy Notice is for Governors and Associate Governors. It tells you who we are, what information we will collect, how we will use it, how we will keep it and who we will share it with.

Walsall College is registered under the Data Protection Act 1998. This means that the purposes for which the College collects and processes personal data is notified to and registered with the Information Commissioner's Office (ICO). The college registration number is Z5015525.

### **What information we process about you and why**

<b>Data we process</b>	<b>How we will use it</b>
Your name, date of birth, contact details (address, phone numbers, email address) and date of appointment.	<p>To identify you and to keep in touch with you, eg to enable us to contact you about meetings and other college events you may be invited to.</p> <p>To enable other Governors to contact you between meetings.</p> <p>To enable access to our chosen electronic meetings portal and repository for governance and college information.</p> <p>To provide information to our regulators, auditors and funding bodies as required.</p> <p>To share with the Government's Disclosure and Barring Services (DBS) so that they can check if you have any previous convictions which would make you unsuitable for working with children and young/vulnerable people.</p>
Age, sex, marital status, colour, ethnic origin, nationality, religion, sexual orientation, disability.	<p>To ensure equality of opportunity and treatment, Walsall College collects data across all nine of the protected characteristics under the Equality Act 2010. Governors are asked to complete an Equal Opportunities monitoring form, This information is voluntary.</p> <p>All such data is treated confidentially and used for monitoring only. Summarised and anonymous data may be published in college annual reports and provided to Governors for the purpose of governor succession planning.</p>

<p>Register of interests – current employment, appointments (voluntary or otherwise), membership of professional bodies, groups or organisations, directorships, gifts/hospitality.</p>	<p>To identify and manage actual or possible conflicts of interest, ie situations where your interests may (or may appear to) influence your decision-making.</p> <p>To share with regulators, auditors and funding bodies if required.</p> <p>This information will not be published but may be made public on request or disclosed under Freedom of Information requests.</p>
<p>Photos</p>	<p>Along with your name and date of appointment, to identify Governors on the college website and on the photo frames in the Wisemore atrium/at Green Lane reception.</p> <p>Images (photos or videos) may be used in college publicity material or strategy documents (adverts, information leaflets, press releases – all of which may be online or in hard copy).</p>
<p>Training records</p>	<p>To demonstrate compliance with the English Colleges’ Code of Good Governance, specifically the section on ‘Effective Governance Structures’.</p> <p>To determine future training requirements.</p>
<p>Appraisal records (Chair only) and skills audits</p>	<p>To demonstrate compliance with the English Colleges’ Code of Good Governance, specifically the section on ‘Effective Governance Structures’ and to support the Corporation’s periodic reviews of its own effectiveness.</p> <p>To determine future training requirements.</p> <p>To determine gaps in Corporation skills and knowledge that may need to be filled when appointing new Governors and Associate Governors.</p>
<p>Details of mileage and other expense claims, including receipts.</p>	<p>To record and reimburse expenses validly incurred in the course of governance duties and in line with the approved policy.</p>

### How long do we keep your personal information?

We will usually keep your information for as long as you remain a Corporation member/Associate Governor plus six years.

Walsall College uses the Jisc Retention Schedules document to determine retention periods. **The Retention Schedule** for governance data specifies the maximum period data should be kept for business purposes and is available from the Clerk on request.

We will store your information securely using both electronic and paper based systems. We will dispose securely of all information when it is no longer required for the purposes of your Corporation or committee membership.

### Who has access to your personal information?

We will share some or all of your personal data with:

- Other Corporation and committee members, as well as college Exec, senior staff and Principalship office administrative staff, to keep in touch with you between meetings (email addresses and mobile numbers only);
- Our regulators if required (generally only contact details for the Chair);
- The Disclosure and Barring Service;
- Internal and external auditors;

- Other external advisors who may require governance information as part of work that they are commissioned to undertake on behalf of the college;
- Association of Colleges, for the purposes of them providing access to briefing and training materials;
- Other training providers and companies if you attend a course booked by us;
- If required to do so, we would share your information with the police for the prevention and detection of crime and fraud.

We will publish the names of all Governors and Associate Governors on our website, together with a photograph and a brief profile, the contents of which will be agreed with you before publication.

We only share the minimum amount of personal data necessary to allow us to fulfil our legal obligations.

We will not sell your personal data to any third parties.

### **Lawful basis for collecting and processing your data**

The law states that we have to meet a legal condition under data protection legislation before we can process (which includes sharing) your personal data.

The conditions which apply for the processing of **personal data** that we process for Corporation and committee members are:

Necessary for compliance with a legal obligation, for example disclosures in the year-end statutory accounts.

Necessary for the purpose of our legitimate interests: this allows us to collect your personal data and where necessary to use it for our own administrative purposes and for compliance with college policies as long as we balance our purpose with your individual interests, rights and freedoms.

The conditions that apply for processing **special category data** are as follows:

Necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people relating to statistical monitoring of racial or ethnic origin, age, gender and disability.

We may ask you for your consent if we need to share your details for any other purposes not covered above.

### **Statutory or contractual requirements**

Some of the personal data that we hold about you is processed in order to fulfil a **legal obligation**, for example publishing Governors names and Corporation attendance in the year-end statutory accounts.

Failing to provide your personal data would mean that we would be unable to accept you as a Corporation or committee member.

### **Transfer of data outside the EU**

We will not transfer your personal information outside the EU.

### **How do we protect your data?**

Walsall College takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties.

### **Your rights**

As an individual, you have a number of rights. You have the right to be informed about how and why your personal information is processed and that is why we include the information in this Privacy Notice. You can also

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;
- require the college to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances only);
- obtain and reuse your data for your own purposes across different services. (limited circumstances);
- object to the processing of personal information (specific circumstances); and
- object to the processing of your data for marketing purposes, this right always applies. Where the College is relying on its legitimate interests or performance of a public task as the legal basis for processing your personal data, you may also object to the processing and this will be considered on a case-by-case basis.

If you would like to exercise any of these rights, please visit our Individual Rights page at [www.walsallcollege.ac.uk](http://www.walsallcollege.ac.uk).

### **Consent**

- Where our use of personal information is based on your consent and we have no further legal basis to use your personal information, you can ask us to stop using your personal data. To withdraw your consent. Please contact : [abuick@walsallcollege.ac.uk](mailto:abuick@walsallcollege.ac.uk).

### **Questions and Concerns**

If you have any questions about the way in which we collect, process and store your information, please speak to Alison Buick, Clerk to the Corporation.

### **Who can I complain to?**

If you believe that Walsall College has not complied with your data protection rights, you can complain to the Data Protection Officer at [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk). You also have the right to complain to the Information Commissioner at [www.ico.org/concerns](http://www.ico.org/concerns) or by contacting 0303 123 1113.

### **Privacy Notices Changes**

This Privacy Notice is regularly reviewed. This is to ensure that we continue to meet the highest standards to protect your privacy. Walsall College reserves the right to at all times, to update, modify and amend this notice. The Privacy Notice as last updated on 12 June 2018.