

# **Gower College Swansea Privacy Notice**

## **Information for Members of the Corporation Board**

Gower College Swansea is registered as a data controller with the Information Commissioner's Office (ICO).

The General Data Protection Regulations (GDPR), which came into effect on 25 May 2018, strengthen the rights which individuals have over their data, collected and processed by organisations.

The information below explains how Gower College Swansea ('the College') use your personal information when you become a member of the Corporation Board ('a governor'). It also describes how long that information is kept and the circumstances in which we might disclose it to a third party.

### **Personal Information we hold**

The personal information we hold includes:

- Name, address, telephone numbers, email address
- Your date of birth and tax residency status (for the bank)
- Your entry on the Register of Interests
- Information about your attendance at meetings and email and paper correspondence concerning that attendance
- Information about your eligibility to become a governor
- A photograph
- Information about training events you have attended in your capacity as a governor
- Information about other events you may have attended
- Equalities monitoring information (if provided)
- Your bank details (if provided, for paying expenses)

### **The purpose for which we hold your information and how we will use it**

We will use your personal information to comply with our legal obligation to run a college, to carry out the public task of education and, for legitimate interests, in publicity materials to promote the College.

The information provided will enable the College to:

- Contact you regarding governance matters, including providing information for meetings and other events

- complete the Register of Interests with information about your employment, your membership of other bodies and companies, to identify possible conflicts of interest
- include your attendance information at meetings to provide a complete and historical record of decisions taken
- provide a photograph accessible to staff and students to confirm identity for security and safeguarding purposes
- confirm that you are eligible to be a governor
- confirm that you have attended statutory (PREVENT and Safeguarding) training and other training necessary for you to carry out your role
- provide equalities information and ensure a diverse Board
- invite you to College events which might be of interest to you in your role as governor
- pay your expenses in a convenient way

### **Who we share your data with**

Some of your personal details, email and home address and telephone number, will be shared with employees at the College to enable the efficient administration of governance matters, for instance to provide you with information and invitations to meetings, training and events. Some of your information such as your bank details will be passed to the finance office to enable the College to pay your expenses. Some of your information is published on the governance pages of the College website.

### **How we store information and how long we retain it**

Governance personal data is kept securely by the Clerk to the Corporation in the office, accessible by key card, in locked cupboards and drawers. It will not be sent or stored abroad.

The data is kept as long as is necessary to fulfil the purposes set out above and inline with the retention schedule below:

Governor application information: Successful – until end of term of office plus one year. Unsuccessful – for six months after application determined.

Governor personal information (name, address telephone number, bank details, photograph, training events attended, declarations of interest): until end of term of office, updated annually, plus one year

Minutes of Corporation Board and associated Committee meetings – for the life of the institution

## **Your rights and choices**

Under data protection legislation you have the right to:

- access the personal data the College holds on you;
- require the College to rectify inaccuracies in that data;
- object to processing on grounds relating to your particular situation (in some circumstances);
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner’s office (ICO), the independent regulator for data protection.

Whilst we endeavour to ensure that the data we hold is accurate please let us know if you have changes to your personal data. E.g., address, telephone number etc.

The College Data Protection Policy is available on the College website.

## **Contacts**

If you want further clarification on data protection legislation (the Data Protection Act 2018 or the GDPR) or wish to access your personal data held by the College, please contact:

Data Protection Officer: [dpo@gowercollegeswanssea.ac.uk](mailto:dpo@gowercollegeswanssea.ac.uk)

Contact details for the Information Commissioner can be found at [www.ico.org.uk](http://www.ico.org.uk)