

## Privacy Notice for College Governors

### Notice about how we use your personal information

We are the data controller of personal information about you. We are Moulton College. Our address is: Moulton College, West Street, Moulton, NN3 7RR

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Office [dataprotection@moulton.ac.uk](mailto:dataprotection@moulton.ac.uk)

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

This notice sets out how we use your personal information as your employer or when you apply for a job with us and in particular:

- the information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside of Europe; and
- your rights over your personal information.

### THE INFORMATION THAT YOU GIVE US

We will collect personal information from you when you are a new starter and become a governor of the College.

Personal data that we may collect, use, store and share (when appropriate) about governors and applicants includes, but is not restricted to:

- Current and previous contact details – title, name(s), address(es), date of birth; NI number; email address, telephone contact details, Next of Kin details
- Current governance positions (type of role appointed to, any positions held on an academy board and term of office)
- Previous governance positions (type of role appointed to, any positions held on an academy board, terms of office served and reasons for resignations/suspensions)
- Employment history
- Training records (of attendance at organised/commissioned training events)

- DBS check details, Prohibition from Management check; Prohibition from Teaching check; Check of Barred List/List 99;
- Signed Code of Conduct, Declaration of Eligibility and Register of Pecuniary Interest forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure including any references that may be taken
- Interview notes;

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Disability and access requirements
- CCTV images captured whilst on the school site

## **THE USES MADE OF YOUR PERSONAL INFORMATION**

We will use your personal information set out above as follows:

- for the recruitment process and for carrying out eligibility checks;
- for safeguarding students;
- for checking your identity and right to work/govern in UK;
- to keep an audit trail of the checks we have made and our relationship with you in case of employment claims;
- to reimburse expenses;
- for communicating with you, including for marketing purposes;
- for fulfilling the college’s statutory duties

We treat your personal information with confidentiality and we do not use it for any other purposes.

## **THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION**

We collect and use your personal information on the basis that we need to do so to comply with our legal obligations.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics, information about their physical, physiological or behavioural characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records).

## **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply for a position with us, but your application is unsuccessful, we will keep your personal information for up to 2 years

When you are a governor, we will keep your personal information for as long as you volunteer with us and then after you leave, we will keep your personal information in line with the college retention policy currently 6+1 years post termination. Certain records must be maintained for longer than this for statutory purpose.

## **HOW WE SHARE YOUR PERSONAL INFORMATION**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

Disclosure & Barring Service, Future Employers, ESFA, DfE, HMRC

Purpose:

- For recruitment process and carrying out pre-employment checks
- Administering pensions and taxation
- Providing employment references
- Fulfilling statutory obligations

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:

Cloud Services providers, Payroll Service Provider, ID Printing Provider,

Service:

Cloud computing services and online applications used in the course of business operations

ID Printing provider for printing of staff ID's

Social Media Companies – as part of marketing and promotion of the college, sharing success stories and other news

## **HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE**

We do not store or transfer your personal data outside of Europe.

## **YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal

information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;

- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

## **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email, or via regular college bulletin communications.