



Issue Date: December 2023
Review Cycle (Years): Annually
Next Review Date: 5th December 2024
Person Responsible: Head of Governance

GDPR: PRIVACY NOTICE POLICY (GOVERNORS) 2023-2024

APPROVAL/CONSULTATION REQUIREMENTS

| WHO BY | REQ? | DATE | WHO BY | REQ? | DATE |
|--|----------------------------|------|-------------------------|---------------------------------------|----------|
| SLT | Y <input type="checkbox"/> | | Corporation | Y <input checked="" type="checkbox"/> | 14-12-22 |
| Health-Safety Comm. | Y <input type="checkbox"/> | | Finance-Resources Comm. | Y <input type="checkbox"/> | |
| Trades Union | Y <input type="checkbox"/> | | Audit Comm. | Y <input type="checkbox"/> | |
| Education-Standards Comm. | Y <input type="checkbox"/> | | Remuneration Comm. | Y <input type="checkbox"/> | |
| POLICY LOCATION: Internal <input checked="" type="checkbox"/> (Sharepoint) External <input checked="" type="checkbox"/> (Website) | | | | | |
| Related Documents: ● | | | | | |

1. NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

- 1.1 We are the data controller of personal information about you. We are Coventry College. Our address is: 50 Swanswell Street, Coventry CV1 5DG.
- 1.2 Our Data Protection Officer is the Chief Finance and Operating Officer. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at 50 Swanswell Street, Coventry CV1 5DG.
- 1.3 This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 1.4 This notice sets out how we use your personal information as a governor:
 - 1.4.1 Coventry College is registered under the Data Protection Act 1998. From 25 May 2018 the college will operate under the General Data Protection Regulation (GDPR) and the subsequent Data Protection Act 2018. 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).
 - 1.4.2 The GDPR strengthens the rights that individuals have over the personal data processed by organisations.
 - 1.4.3 The College will collect the following information from you, which we need in order to carry out our functions. The legal grounds for processing the information are outlined under each section and where your consent is required we give you the opportunity to opt in:-

1.4.3.1 Personal Contact Details

- Your home address, personal email address, home and mobile phone numbers and workplace alternatives where provided by you. This is so that we can contact you regarding meetings and other relevant events.
- This information will be held securely, shared only with staff who need to use the data for their duties and will not be made public.

- Other Governors and Directors will be able to see your email address if group emails are sent that expose your address; and they may use this for the purpose of contacting other governors solely to progress the business of College and companies within its group.
 - The Chair of the Governing Body's email address will be made available to the FE Commissioner and relevant contacts at the Education and Skills Funding Agency on request where they need direct contact with the Chair.
- 1.5 The legal grounds for the College processing contact information for governors and directors is that the Corporation is under a legal obligation, under the Further and Higher Education Act 1992, to maintain a Governing Body as its senior decision-making body. The Corporation's Instrument and Articles, defined by that statute require the Corporation to maintain contact with governors to conduct the College's business and the information above is necessary for these purposes. Governors are responsible for updating the Head of Governance about changes to the data to ensure it is up to date and accurate.
 - 1.6 The College maintains governor contact information for up to 24 months after a person has ceased to be a governor so the Corporation may complete year-end processes for any financial years in which a Governor was appointed and should any legal queries arise. In addition, personal contact data provided to the College for the Register of Interests are retained for six complete financial years after the year in which a person has ceased to be a governor, to cover the normal period for any legal claims arising.
 - 1.7 Your name, address and date of birth will be shared 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.
 - 1.8 The legal grounds for the College processing this personal data is that the Corporation operates a College of Further Education, which provides education and training for children and vulnerable adults, and under the Children Act 2004 has a statutory duty to safeguard and promote the welfare of its learners. In addition, 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.
 - 1.9 The College retains data on its central register that the process was completed and the outcome for up to six years after a person has left the College. 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, i.e. to cover or exceed the data subject's full life span.
 - 1.10 Personal data on governors' register of interests is also collected and kept, e.g. current employment; appointments (voluntary or otherwise); membership of professional bodies, groups or organisations; companies in which you hold more than 1% of the share capital; any other interests not covered by the above. The College also collects data on third party payments to governors and payment of expenses.
 - 1.11 We collect this information so that we can identify possible conflicts of interest, e.g. situations where your interests may (or may appear to) influence your decision making.

- 1.12 The College is required to make this information available to the public on request. Relevant information about payment of expenses to governors or related third parties is published in the College's annual reports and financial statements.
- 1.13 The College processes this personal data and provides access to it on request because it is under a legal obligation to do so. The legal obligation was originally prescribed in regulations made by the Secretary of State under powers established by the Further and Higher Education Act 1992 and is contained in section 11 (5) of the College's Instrument of Government. Furthermore, the College has a contractual requirement to publish related party payments and expenses under our funding agreement with the Education and Skills Funding Agency.
- 1.14 The College retains governor register of interests information for six complete financial years after the year in which a person has ceased to be a governor to cover the normal period for any legal claims arising. This information also includes your contact details at the time when each declaration was made or updated.
- 1.15 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 College's website, 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.
- 1.16 The College relies on your permission for processing your personal image. That consent must be freely given and can be withdrawn at any time by contacting the Head of Governance. Where you withdraw your consent or your appointment terminates, the College will make reasonable efforts to cease processing your image. Should you give consent, you should be aware that the College may continue to retain your images in printed media for up to 12 months after your appointment has termination or you have withdrawn your consent. This is because prospectuses and paper-based media are updated on an annual basis.
- 1.17 The 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, and building an accurate picture of the make-up of the workforce/Governing Body. In order to monitor diversity effectively, it is necessary to collect personal information across all nine of the protected characteristics under the Equality Act 2010: age, sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. The College needs your help and co-operation to do this in the future.
- 1.18 The College processes equality monitoring data confidentially and securely. The Head of Governance and her assistant will collate the information into anonymised reports and then securely destroy individual returns. Anonymised data may be included in equality information published by the College and used to assess the effectiveness of the College's Equality and Diversity Policy; assist with governor succession planning and for monitoring the achievement of the College's equality objectives.
- 1.19 The College is the Data Controller as defined in the Data Protection Act 1998 and subsequent legislation for the Corporation.

2. REVIEW OF POLICY

- 2.1 The above policy will be reviewed by the relevant parties annually, or as required.

3. ENVIRONMENTAL IMPACT ASSESSMENT

- 3.1 The College is fully committed to the sustainability agenda.
- 3.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.
- 3.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

4. GENERAL DATA PROTECTION REGULATION (GDPR)

- 4.1 All policies which are approved by the Corporation are in line with our GDPR suite of policies and procedure.