

**Privacy Notice - Governors/Trustees/Directors**

**1. Introduction**

- 1.1. This document sets out the personal data the college collects and processors about its governors/trustees/directors, including the purpose and legal basis for the processing, any data sharing requirements and the rights of data subjects.
- 1.2. It is part of a suite of privacy notices published by the college and should be read in conjunction with the college's data protection policy and procedures which can be found at [www.northern.ac.uk/dataprotection](http://www.northern.ac.uk/dataprotection).

**2. Scope**

- 2.1. This notice applies to current and past governors of the college, who are also trustees of the charity and directors of the company.

**3. The legal framework**

- 3.1. We are the data controller of the personal data we hold about you. We are The Northern College for Residential Adult Education Ltd. Our address is: Wentworth Castle, Lowe Lane, Stainborough, Nr Barnsley S75 3ET.
- 3.2. Our data protection officer is Sarah Johnson. If you have any questions about this notice or the ways in which we use your personal information, please contact our data protection officer at 01226 776005 or [dpofficer@northern.ac.uk](mailto:dpofficer@northern.ac.uk).
- 3.3. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 3.4. The college is registered as a data controller under the Data Protection Act 1998 – registration number Z6656286. This means that the purposes for which the college collects and processes personal data are notified to and registered with the Information Commissioner's Office (ICO).

**4. What data we will collect from you, how we will use it and our legal basis for processing it**

- 4.1. We will collect the following personal data from you in relation to your role as a governor/trustee/director of the college. The table also outlines what we will do with your data and our legal basis for processing it.

<b>Data Collected</b>	<b>Purpose of Processing</b>	<b>Legal Basis for Processing</b>
Contact Details	We collect this information to enable us to contact you regarding meetings and other relevant activities.  We also collect your home address and country of residence to enable us to register you with Companies House, and your home address to register you with the Charity Commission.	Article 6(1)(c) - legal compliance
Home address, country of residence	Other governors/trustees/directors and senior staff will be able to see your email address when group emails are sent.	Article 6(1)(c) - legal compliance

<p>Ethnicity Disability</p>	<p>This information is collected in order to monitor diversity and build an accurate picture of the make-up of the board of governors in order to encourage equality and diversity. The information will be treated in confidence, kept securely and will be used for monitoring purposes only. It will be used to assess the effectiveness of the college's equal opportunities policy and will be produced in an anonymised report as part of the annual report on governance and to assist with governor succession planning.</p>	<p>Article 6 (1) (a) consent Article 9(2)(a) consent</p>
<p>Date of Birth</p>	<p>We also collect your date of birth in order to register you as a director of the company with Companies House and a trustee of the charity with the Charity Commission.</p>	<p>Article 6(1)(c) - legal compliance –</p>
<p>Nationality</p>	<p>We collect your nationality in order to register you as a director of the company with Companies House.</p>	<p>Article 6(1)(c) - legal compliance</p>
<p>Next of Kin/Contact Details</p>	<p>We collect this data in case of an emergency whilst you are on college premises. The data is not shared with anyone else or made public.</p>	<p>Article 6 (1) (a) consent</p>
<p>Legal Actions Criminal Convictions</p>	<p>We collect details of any civil or criminal action, or administrative proceedings taken against you in order to enable us to arrange insurance cover for your work as a governor. The information will only be shared with our insurers where appropriate.</p> <p>We ask you about criminal convictions in order to establish whether you are eligible to serve as a governor/trustee/director.</p>	<p>Article 6(1)(c) - legal compliance</p>
<p>Skills</p>	<p>We collect this information in order to monitor the balance of skills and expertise of the board of governors as a whole and to identify any gaps. The data is only shared anonymously.</p>	<p>Article 6(1) public task</p>
<p>Occupation</p>	<p>We collect your occupation in order to register you as a director of the company with Companies House.</p>	<p>Article 6(1)(c) - legal compliance</p>
<p>Other Interests - current employment; appointments (voluntary or otherwise); membership of professional bodies, groups or organisations; companies in which you hold more than 1%</p>	<p>We collect this information so that we can identify possible conflicts of interest, i.e. situations where your interests may (or may appear to) influence your decision making. This information will not be routinely shared but will be made available to the public on request.</p>	<p>Article 6(1) public task</p>

of the share capital; gifts in excess of £30 or hospitality in excess of £30 accepted in the last 12 months; any other interests not covered by the above.	Specific interests declared in meetings relating to items to be considered at that meeting will be recorded in the minutes which are publically available unless they are deemed confidential.	
Bank details	If you claim travel expenses we will collect your bank details in order to reimburse you.	Article 6(1)(b) - contract

4.2. The data described in this notice will only be used for the purposes outlined. If the college intends to further process the data for a purpose other than that outlined we will notify you of the intention and the rights you have in relation to any further proposed processing.

## 5. How we will store and secure your data

5.1. All the above data is held electronically in a password protected database accessed by the clerk to the governors. Hard copies of some signed documents are retained and these are stored in a locked filing cabinet accessed by the clerk to the governors.

5.2. Your bank details are stored in the college finance system which is password protected and only accessed by authorised college staff.

5.3. The college does not use any third party data processors to undertake any processing of this data on their behalf.

## 5. Who do we share your data with

5.1. We share your data with the following organisations:

5.1.1. Companies House – in order to register you as a director of the company we are required to share your name, title, occupation, date of appointment, nationality, date of birth, home address and country of residence with Companies House. Companies House will publish your name, date of birth, date of appointment, nationality, occupation and country of residence as a director of the company on their website, and link it to any other company for which you are appointed as a director. (Company number: 1339524). The Companies House privacy notice can be found at:

<https://www.gov.uk/government/publications/companies-house-survey-privacy-notice>.

5.1.2. Charity Commission – in order to register you as a trustee of the charity we are required to share your title, name, address, date of birth and the date of your appointment as a trustee with the Charity Commission. The Charity Commission will publish your name as a trustee of the college on their website, and link it to any other charity for which you are appointed as a trustee. (Charity Number: 507245). The Charity Commission privacy notice can be found at:

<https://www.gov.uk/government/organisations/charity-commission/about/personal-information-charter>.

## 6. Do we transfer your personal data outside Europe

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

## 7. Is your data used to make any automated decisions

7.1. We do not make automated decisions using your data.

## **8. How long will we keep your data**

- 8.1. We will not keep your personal data for longer than we need it for the purposes we have explained above.
- 8.2. We will keep your data in line with our data retention schedule which can be found at [www.northern.ac.uk/dataprotection](http://www.northern.ac.uk/dataprotection).

## **9. What rights do you have over your data**

9.1. You have a number of rights over your personal data, which are:

- 9.1.1. 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/>);
- 9.1.2. the right to ask us what personal data we are holding about you and to have access to a copy of your personal data;
- 9.1.3. the right to ask us to correct any errors in your personal data;
- 9.1.4. the right, in certain circumstances such as where our use of your personal data is based on your consent and we have no other legal basis to use your personal data, to ask us to delete your personal data;
- 9.1.5. the right, in certain circumstances such as where we no longer need your personal data, to request that we restrict the use that we are making of your personal data;
- 9.1.6. the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- 9.1.7. the right, where our use of your personal data 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 data in a structured, commonly-used, machine-readable format.

9.2. Our 'rights of individuals (data protection) protocol' sets out your rights in more detail and explains how you can exercise them.

## **10. Changes to this privacy notice**

10.1. We will keep this privacy notice under regular review. Any changes we make to it will be notified to you by email.

## **11. Who can I contact for more information**

11.1. If you would like to discuss anything in this privacy notice, please contact the data protection officer.