

Privacy Notice (How we use governors information)

The categories of governor information that we collect, hold and share include:

- personal information e.g. name, date of birth, contact details;
- personal information under special categories e.g. disability and ethnicity information for monitoring;
- references e.g. sought to ensure suitability for governor role;
- Identification information e.g. driving licence, utility bills, driving licences

Why we collect and use this information

We use your data:

- to complete the Register of Interests
- to meet obligations for safer recruitment
- to ensure equality and diversity in the workplace under the Equality Act 2010

The lawful basis on which we use this information

- Consent: when not requirement of being a governor
- Legal obligation: the processing is necessary to comply with the law
- Processing is necessary for carrying out the obligations and rights of the College or governor
- Processing is necessary for assessment of a governors capacity

Collecting your information

The majority of information you provide to us is mandatory. If information is provided to us on a voluntary basis, we will inform you whether you are required to or if you have a choice.

CCTV is present on the College site externally, internally in corridors, workspaces, classrooms and student common areas to help ensure the safety and aid in the prevention of actions that could be of detriment to all.

Storing your data

The majority of information you provide to us will be retained whilst you a governor and for 6 academic years after you leave the College, under our legal obligations or necessity. Other information relating to you will be retained for up to 3 years depending on the category of data.

Who we share your information with

We routinely share information with:

- External Audit for preparation of annual accounts
- eSafeguarding - Disclosure and Barring Service (DBS) checks

Why we share your information

We do not share information about our volunteers with anyone without consent unless the law and our policies allow us to do so.

To ensure the safety of our students, and meet our obligations as an education provider DBS checks are carried out. The majority of information you will supply directly to the provider of the check.

Data collection requirements and privacy notices:

To find out more about DBS Checks visit:

<https://www.gov.uk/dbs-check-applicant-criminal-record>

To find out more about the company used for DBS Checks visit:

<http://www.esafeguarding.co.uk/>

The College may amend this Privacy Notice, if however the College substantially changes the way we use your personal information, we will amend this notice to notify you of the changes.