

# Privacy Notice - Governors

## Introduction

Worcester Sixth Form College (WSFC) takes its responsibilities in regard to personal data very seriously. We are committed to collecting only what is necessary, keeping it safe and only using it for the purposes we have said we will. Our aim is to be transparent about how we look after and use your data and fully embrace your rights to understand what we do and have access to your personal information.

The Heart of Mercia multi-academy trust (of which WSFC is a part) is the data controller of personal information about you. The trust is registered with the Information Commissioner's Office under registration number ZA523083.

## 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. 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
- for communicating with you
- 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

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

When you apply to be a governor with us, but your application is unsuccessful, we will keep your personal information for no more than twelve months from the date of the application being submitted.

When you have become a governor, we will keep your personal information for as long as you work with us and then after you leave, we will keep your personal information for six years from the end of the academic year in which you cease to be a governor. Some personal information connected to your term of office (such as your name) will be kept for the life of the institution.

### **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
- Ciphre – HR Management system

### **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.

### **Reporting concerns**

If you have a concern or question about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Data Protection Lead at the College at [dp.officer@wsfc.ac.uk](mailto:dp.officer@wsfc.ac.uk). If you prefer, you can raise your concern with the trust's Data Protection Officer at [dpo@heartofmercia.org.uk](mailto:dpo@heartofmercia.org.uk). If you remain unsatisfied, you should raise your concern with Information Commissioner's Office; [www.ico.org.uk](http://www.ico.org.uk)

### **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/.

Date of next review – January 2025.