



Governors Privacy Notice

Issue 1 - 20/06/2018

This privacy notice explains how Portsmouth College (“we”, “our”, “us”) collects, uses and shares your personal information, and your rights in relation to the personal information that we hold. It concerns our processing of personal information of past, present and prospective Governors of Portsmouth College (“you”, “your”).

Portsmouth College is the data controller of personal information about you. Our address is Portsmouth College, Tangier Road, Portsmouth PO3 6PZ.

Our Data Protection Officer is Neil McMonagle. If you have any questions about this policy or the ways in which we will use your personal information, please contact our Data Protection Officer by email (dpo@tpc.ac.uk) or telephone (023 9266 7521).

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

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HOW WE COLLECT YOUR PERSONAL INFORMATION

We collect your personal information in a number of ways, including:

- online and paper forms (such as your application form and declaration of interests);
- when you communicate with us by telephone or email

THE INFORMATION THAT WE COLLECT

We may collect and process personal information about you in the following categories:

- personal identifiers (such as name, former names and national insurance number);
- contact details (such as address, email address and telephone number);
- characteristics (such as gender and ethnicity);
- photograph (e.g. for a College ID card);
- information relating to your employment;
- information about any business or pecuniary interests;
- Disclosure Barring Service check; Check of Barred List / List 99

This list is not exhaustive; to see the current set of information we process please see the latest privacy notice on Zeus (the governors intranet).

THE USES MADE OF YOUR PERSONAL INFORMATION

We collect and process your personal information set out above for the following purposes:

- a) to establish and maintain effective governance;
- b) for the recruitment process and to check your entitlement to be a Governor;
- c) to safeguard students and keep all members of the College community safe;
- d) to meet the statutory duties placed upon us;

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

THE LEGAL BASIS ON WHICH WE PROCESS YOUR PERSONAL INFORMATION

We process your personal information in accordance with the legal basis of **public task** (that of governing an organisation funded by the Education and Skills Funding Agency in accordance with the instrument and articles of government).

Where that information is special category personal information (e.g. ethnicity or medical information), we will process it because there is a **substantial public interest** for us to do so.

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.

Once your relationship with the College has ended, we will keep your personal information **that has not already been made public** for 1 academic year after the year in which you ceased to be a governor.

Any personal information that has been made public will remain in the public domain (for example, if we have published details about pecuniary interests).

HOW WE SHARE YOUR PERSONAL INFORMATION

As a Governor, you hold a position of public office. It is a statutory requirement for the College to publish details of the Governing Body. As a matter of good practice, we also publish Governor photographs, brief biographies and a register of business and pecuniary interests.

We will regularly share your personal information with the following organisations. In all cases, your personal information will be transferred via a secure file transfer system and will then be stored within the receiving organisations systems.

Organisation / Type	Purpose
Disclosure and Barring Service (DBS)	We undertake checks of all new employees and governors to make safe recruitment decisions and prevent unsuitable people from working with children. DBS is an executive non-departmental public body, sponsored by the Home Office.

We may also share your personal information with third parties who provide services to the College (*these organisations are referred to as Data Processors*):

Organisation / Type	Service
Electronic communication service providers	In order to communicate with you by email, text message etc. we need to share some of your personal information (e.g. email address or mobile telephone number) with a relevant service provider.
Google	Email, cloud storage and cloud computing services.

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

Some of the third party organisations who provide services to the College are based outside Europe and in these cases your personal information will be transferred outside the EU to their hosting facilities and those of their sub-processors.

In all such cases the College either:

- i. has data protection contracts in place with these organisations confirming that processing of personal information will be in accordance with European Data Protection legislation; or
- ii. in the case of US based organisations, is satisfied that the organisation processes personal information in accordance with European Data Protection legislation through their membership of the EU-U.S. Privacy Shield programme.

AUTOMATED DECISIONS WE TAKE ABOUT YOU

We do not make automated decisions using your personal information.

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 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 THIS PRIVACY NOTICE

We will keep this privacy notice under regular review and will update it from time-to-time to make sure that it remains up-to-date and accurate.

The current version of this notice will be available on our governors intranet (Zeus). We will take reasonable steps to notify you of changes, for example via committee meetings and news updates on Zeus.