



**Privacy Notice for Governors**

## **1. Purpose**

Calderdale College is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Calderdale College is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under the data protection legislation to notify you of the information contained in this Privacy Notice.

This notice applies to current and prospective governors of the College. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other Privacy Notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

## **2. Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **3. The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation.

We will collect, store, and use the following categories of personal information about you:

- Personal information including name, address, date of birth, contact details
- Personal information about your next of kin including name, address, contact details
- Employment information and history
- Financial information for the payment of expenses
- Governance role details including start and end dates, Governor ID
- Attendance
- Photographs and recordings
- CCTV footage and other information collected through electronic means such as swipe cards
- Information about your use of our information and communications systems.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs and relationship status
- Information about your health, including any medical condition, reasonable adjustments, health and sickness records.

### **4. How is your personal information collected?**

Most of the information that the College holds is collected via your engagement with the College. This includes your application form, information provided at onboarding, engaging in your role as governor and any other services provided by the College. Additional information may be provided from external sources such as referees.

## **5. How we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we have your consent
- Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Where it is necessary for compliance with a legal obligation

We may also use your data where there is a need to protect your vital interests (or that of another).

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **5.1 How we use particularly sensitive personal information**

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

## **6. Information about criminal convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and if we do so in line with our data protection policy.

We envisage that we will hold information about criminal convictions. However, such information will likely be limited to the following:

- Information we receive because of completing a DBS search or barring check. Although this will be limited to reference that you have previous convictions (but not what those previous convictions are).
- Any information that we receive from third parties such as the court services or police about any involvement in a criminal act which we need to talk to you about.

Where appropriate, we will collect information about criminal convictions as part of the onboarding process for new governors or we may be notified of such information directly by you in the course of your time with us.

We are allowed to use your personal information in this way to carry out our obligations in relation to safeguarding. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

## **7. Data sharing**

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If data is being transferred outside of the EU to a country without an adequacy decision, then appropriate safeguards, as set out in data protection legislation, will be in place.

### **7.1 Why might you share my personal information with third parties?**

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.

Third parties the College routinely shares information with includes, but is not limited to:

- The Department for Education
- ESFA
- Local Authority
- External Auditors
- Disclosure and Barring Service to conduct a DBS check

In some circumstances we may need to share your data to comply with the law. This would include sharing data with the police and other law enforcement agencies. If the College is seeking external advice in relation to matter which involves you, this would also result in relevant information being shared.

## **7.2 Which third-party service providers process my personal information?**

"Third parties" includes third-party service providers (including contractors and designated agents). The activities that are carried out by third-party service providers include: IT services, HR services.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **8. Data retention**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Retention Policy and Schedule which is available on the College's intranet site. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Once you are no longer a governor of the College we will retain and securely destroy your personal information in accordance with our data retention policy and or applicable laws and regulations.

## **9. Data Protection Rights**

The GDPR includes a range of rights for individuals around their data, it is important to note that not all these rights are an absolute:

- Right of access (or “Subject Access Request”, “SAR” or “DSAR”)
- Right to rectification
- Right to erasure (or “right to be forgotten”)
- Right to restrict the use of personal information
- Right to data portability
- Right to object to the use of personal information (including to object to direct marketing, automated decision making and profiling)
- Right to withdraw consent

If you wish to exercise any of the above rights, please contact [DPO@calderdale.ac.uk](mailto:DPO@calderdale.ac.uk)

## **10. Data protection officer**

We have appointed a data protection officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the Data Protection Officer, Naomi Korn Associates Ltd., at [DPO@calderdale.ac.uk](mailto:DPO@calderdale.ac.uk). You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

## **11. Changes to this Privacy Notice**

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This Privacy Notice was last reviewed and updated on 16 December 2024