

Castle Donington College

Privacy Notice for Governors

Under data protection law, individuals have a right to be informed about how the College uses any personal data that it holds about them.

The Governing Board provides a vital role within our setting. Governors provide us with personal data and on occasion the College shares personal data with Governors so that they can fulfil their obligations.

This Privacy Notice explains how the College collects, stores and uses personal data about individuals who are Governors.

The personal data we hold

The College processes data relating to those appointed, or otherwise engaged as Governors, this may include processing data about current office holders, or retaining data about those individuals who are no longer in role. Personal data that may be collected, used, stored and shared (when appropriate) about you may include, but is not restricted to:

- Contact details and copies of identification documents, including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Bank account details (for the payment of expenses);
- Appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process;
- Qualifications and employment records, including work history, job titles, and professional memberships;
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form;
- Medical questionnaires and, where appropriate, information about an individual's health;
- Records of attendance at Governing Board and Sub-Committee meetings;
- Records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues;
- Specimen signatures/signed mandates for delegated financial authority;
- Photographs and videos of participation in College' activities;
- CCTV footage captured by the College' CCTV system;
- Vehicle details for those who use the College's car parking facilities.

Special Category data

Some of the information the College holds is what is classed as special category data. Special category data includes any information concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, health, genetic or biometric data, and trade union membership. To process special category data, the College must fulfil an additional lawfully process, which is detailed below.

Why the College uses this data

The purpose of processing this data is to help the College run, including to:

- Enable appropriate organisational contact (for example, lists of Governors for both internal and external use, including publication on the College's website);
- Allow for delegated financial authority (for example, cheque signing, bank mandates, contract signing);
- Facilitate safe appointment of Governors as part of safeguarding obligations towards pupils;
- Support effective assessment and monitoring of Governors performance;
- Inform the College's appointment and Retention policies;
- Assist with management planning and forecasting, research and statistical analysis, including that imposed by law (such as diversity or gender pay gap analysis and taxation records);
- Arrange travel and accommodation for training courses, meetings, conferences, excursions, trips, visits and tours;
- Provide access to and use of the College's IT systems and to monitor use thereof, in accordance with the College' Acceptable Use Policy and E-Safety Policy;
- Order goods and services, including appropriate insurance and professional advice for the College;
- Maintain relationships with alumni and the College's community;
- Meet the legal requirements of the Charity Commission and Companies House if necessary;
- Ensure security of the College site (for example, governor passes) and including CCTV.

The lawful basis for using this data

The College only collects and use personal information about you when the law allows. Most commonly, the College uses it:

- When you have given consent to use it in a certain way;
- To fulfil a contract;
- To comply with a legal obligation;
- To carry out a task in the public interest.

Less commonly, the College may also use personal information about you where:

- The College needs to protect your vital interests (or someone else's interests);
- The College has legitimate interests in processing the data.

To process special category data the College needs an additional lawful basis. The College will process

special category data most commonly where:

- You have given explicit consent;
- The processing is necessary under social security or social protection law;
- It is being processed in the vital interests of an individual;
- Health care or treatment is being provided under the responsibility of a health professional.

Where you have provided the College with consent to use your data, you may withdraw this consent at any time. This will be made clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the College's use of your data.

Where the College is processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a governor.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide.

Whenever the College seeks to collect information from you, it will be made clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

The College maintains a file with details of Governors in electronic form on the College's computer system. The information contained in this file is kept secure and is only used for purposes directly relevant to holding the position of Governor.

Once your appointment as a Governor of the College has ended, the College will retain this file and delete the information in it in accordance with our Retention of Records Policy, a copy of which is available by contacting the Business Manager.

Data sharing

The College does not share information about you with any third party, without your consent, unless the law and policies allow.

Where it is legally required, or necessary (and it complies with data protection law) the College may share personal information about you with a number of organisations and agencies that may include (but is not limited to):

- All relevant local authorities – to meet legal obligations to share certain information with it, such as safeguarding concerns;
- The Department for Education;
- Educators and examining bodies;
- Regulator, Ofsted.
- Suppliers and service providers – to enable them to provide the service the College has contracted

them for;

- Central and local government;
- Financial organisations, such as HMRC;
- The College auditors;
- Survey and research organisations, including universities;
- Police forces, courts, tribunals;

Other Information

There is more information about how the College manages, stores and protects data in the Data Protection Policy on the website. This also includes details about how to access your data, how to contact the Information Commissioner or the College's Data Protection Officer if you have a query or concern about how data is being used or retained.

This notice is based on the [Department for Education's model privacy notice](#) for school governors, amended to reflect the way the College uses data in this College.

This Notice

The College will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

