

Privacy Notice – Governors of the Corporation



John Leggott College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

Categories of information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information of meetings
- Recruitment Data (e.g. governor selection)
- Criminal Convictions (part of the DBS checks)
- Legal requirements (e.g. Single Central Register, Register of Interests)
- Vehicle registration details
- Photographs for ID Cards

Why do we collect and use governor information?

We collect and use governor information under Article 6 (1) of the General Data Protection Regulation 2016:

- Processing is necessary for compliance with a legal obligation to which the controller is subject*
- Processing is necessary in order for us to carry out a public task*

We use governor data:

- to provide appropriate support, care and guidance
- to allow the governors to perform their duties within the college
- to assess the quality of our services
- to comply with the law regarding data sharing

We will use the information provided in a manner that conforms to the Data Protection Act 2018, the UK General Data Protection Regulation 2016 and the Human Rights Act 1998.

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

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Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data (how long is data held for)

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. Data retention times are outlined in our separate Data Retention Policy.

How we transfer your personal information outside of the EEA

The college sometimes use third party processors (e.g. Google) which may include international transfers to the EU/USA

Why we share information

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

We are required to share information about our governors with the Data Barring Service (DBS)

DBS Personal Information Charter: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about/personal-information-charter>

With whom do we share information?

We routinely share information with:

- Disclosure Barring Service (DBS)
- Funding Agency ESFA
- Sixth Form College Commissioner
- AoC, SFCA (Chair of Governors Only)
- Other governors (email address only)

We occasionally share information with:

- Police / Emergency Services
- Department for Education
- College External Auditors
- Members of public re register of interests
- HSE/Other Regulatory Bodies

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

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Data collection requirements

Occasionally information will be shared with the department for education. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation governors have the right to request access to information about them that we hold. To make a request for this, please email beckyrobinson@leggott.ac.uk who will process the request in capacity as John Leggott College's Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

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| ○ Data Protection Officer | Becky Robinson |
| ○ Email address | beckyrobinson@leggott.ac.uk |
| ○ Telephone number | 01724 407061 |

Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from governors as well as to take into account changes in the law.