

## Privacy Statement - Governors

**TYPE:** Statement

**PURPOSE:** To identify use, storage and deletion of information held about members of the Governing Body.

**SCOPE:** Governors

**RESPONSIBILITY:** Director of Corporate Governance, Risk and Compliance

**Legal Context:** Introduced in response to the GDPR 2016/679 requirements set out in the Data Protection Act 2018 and should be read in conjunction with the College's Data Protection Policy and Data Retention Schedule.

### NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are Solihull College & University Centre. Our address is Blossomfield Road, Solihull, B91 1SB. Our Data Protection Officer is the Director of Corporate Governance, Risk and Compliance, Sam Bromwich. If you have any questions about this statement or the ways in which we use your personal information, please contact our Data Protection Officer via email [data.protection@solihull.ac.uk](mailto:data.protection@solihull.ac.uk) or telephone 0121 678 7046.

This privacy notice has been prepared in accordance with the UK GDPR ("GDPR") and the Data Protection Act 2018.

This notice sets out how we use your personal information, in particular:

- **the information that you give us;**
- **the uses made of your personal information;**
- **the legal basis on which we collect and use your personal information;**
- **how long we keep your personal information;**
- **how we share your personal information;**
- **how we transfer your personal information outside of Europe; and**
- **your rights over your personal information;**
- **use, storage and deletion of recordings of meetings that you were involved in.**

## THE INFORMATION THAT YOU GIVE US

We will collect personal information from you when you apply for a governor role with us. This will include details contained in your CV including: name; address; phone number; email; date of birth; current employment details including job title, start and end dates; past employment details; education details; interests; whether you are related to any personnel of the College or Governing Body; criminal record details; Disclosure Barring Service check, including European Economic Area (EEA) check; check of Barred List/List 99].

We will collect further personal information from you when you become a governor of the College. This will be: details relating to any outside interests you hold (e.g. directorships or trusteeships or governor roles at another institution; disqualification information; CCTV images and remote online meetings may be recorded and shared with other Governors and staff members as appropriate).

## THE USES MADE OF YOUR PERSONAL INFORMATION

We will use your personal information set out above as follows:

- for the recruitment process and for carrying out pre-appointment checks;
- for safeguarding students;
- for complying with statutory obligations;
- for communicating with you, including for marketing purposes;
- to inform College stakeholders about membership of the Governing Body, its purpose and roles and responsibility in the interests of transparency and openness;
- for operation of Corporation business.

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

## THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

We collect and use your personal information on the basis that it is necessary for performing the task of governance in the public interest of providing education. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations. Information that you provide in a CV, such as your skills, qualification and experience is held for the legitimate interest of assessing your suitability for a governance role and demonstrating transparency to stakeholders.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the public interest of promoting diversity within the community served. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, physical or mental health, sexual life or sexual orientation and criminal records.

Where we process CCTV images this is in the legitimate interest of keeping our buildings and campus grounds safe and secure for you.

Meetings held online are normally recorded to facilitate the operation of the Corporation. The meetings are used to produce minutes/notes, induction and training materials.

## 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. It will be retained in line with the College's Retention Policy.

## HOW WE SHARE YOUR PERSONAL INFORMATION

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes:

Organisation / type of organisation	Purpose
Office for Students	Requirement of the OfS.
Government Agencies / Public Health	To facilitate processes in relation to any pandemics or to provide data regarding infectious diseases.

We may also share your personal information with third parties who provide services to the College:

Organisation / type of organisation	Service
Governance Board Portal	To provide governance meeting service and store information for creating reports.
Disclosure and Barring Service	Ensuring the safeguarding of young people and vulnerable adults
Payroll/HR systems provider	Externally hosting the College's Payroll and HR system
Microsoft	Office 365 (email and collaboration services)
Internal and External Auditors	Third party assurance on College practices
Data Archiving Company	Paper based archiving and scanning of records

## HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

We do not store or transfer your personal data outside of Europe.

## 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 about you 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.

## **YOUR RIGHT TO DATA PORTABILITY**

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

## **HOW TO CONTACT US**

Please contact us if you have any questions about this privacy statement, or information we hold about you:

By email to [data.protection@solihull.ac.uk](mailto:data.protection@solihull.ac.uk) or by writing to Solihull College & University Centre College, Blossomfield Road, Solihull B91 1SB

## **CHANGES TO OUR PRIVACY STATEMENT**

We keep our privacy statement under regular review. The current version of our privacy statement will be published on our website.

Author	Created	Approved by	Last Reviewed	Next Review Date
Sam Bromwich	June 2018	Corporation	October 2025	October 2028

## **PUBLICATION:**

**Staff Hub/Intranet:** Y

**Website:** Y

**Student Hub:** N