



## **Myerscough College and University Centre Governor Privacy Notice**

### **INTRODUCTION**

Myerscough College and University Centre is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). We are registered with the Information Commissioner's Office (ICO) and our registration number is Z8917574.

This Privacy Notice applies to information we collect about you as a Governor and the purpose is to outline how we collect and process personal information about you as part of your working relationship with the Myerscough College and University Centre, in accordance with the General Data Protection Regulations (GDPR).

If you are asked to provide information to us, it will only be used in the ways stated in this Privacy Notice. We take our GDPR obligations very seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner.

### **WHAT PERSONAL DATA WE COLLECT**

- Name
- Previous Names
- Address
- Previous Addresses
- Date of Birth
- Email Address
- Telephone Contact Numbers
- Current Employment
- Appointments (voluntary or otherwise)
- Membership of Professional Bodies, Groups or Organisations
- Companies in which you hold 1% or more of the share capital
- Copies of passports and other means to verify your identity
- Driving Licence Number
- Photograph

### **WHY WE COLLECT AND USE YOUR PERSONAL DATA**

We require your personal data in order that we can contact you regarding meetings and other relevant events. This information will be held securely and not made public. Your name and contact details will however be shared with other Governors via the secure Myerscough Governance Portal.

## **Disclosure and Barring Scheme (DBS)**

As part of our commitment to safeguarding, we will share your personal data with the Disclosure and Barring Service (DBS) in order that background checks may be undertaken to ascertain if you have any previous convictions, which would make you unsuitable for the role.

## **Declarations of Interests**

We collect this information so that we can identify possible conflicts of interest, ie situations where your interests may (or may appear to) influence your decision making. This information will not be shared but will be made available to the public upon request.

## **Legal Obligations**

We are required to provide personal data on our Board of Governors in order to meet our obligations to funding bodies and government agencies.

## **Photographs**

Images of you may be published on our website or may be used in publicity material, such as adverts, information leaflets, newsletters, press releases or on the website, to promote the services provided by Myerscough College and University Centre. These images will be stored in a database and may be viewed by anyone who accesses our website.

## **OUR LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA**

In general terms, we process your personal data for the administration of your role as Governor of Myerscough College and University Centre.

### **Consent**

- To make available Governor profiles, including name and photographic image on the website and intranet and to publish Governor contact details on the secure Myerscough Governance Portal.

### **Legal Obligation**

- To fulfil our obligations to provide Governor details to funding bodies and government agencies.
- Where we have a duty to facilitate the prevention or detection of crime.

### **Vital Interests**

- Reporting of safeguarding concerns to ensure the safety and wellbeing of our students.

## **INFORMATION SHARING AND DISCLOSURE**

Myerscough College and University Centre will not sell or rent your personal information.

Your information may, by necessity, be disclosed to third party organisations as part of our statutory obligations.

Third parties with whom we may share your information include:

- Education Skills Funding Agency (ESFA)
- Office for Students
- Association of Colleges (AoC)

Myerscough College and University Centre seeks the written assurance as to GDPR compliance of all third parties with whom information is shared and will not share information where this is not received.

## **HOW LONG WE KEEP YOUR PERSONAL DATA**

We keep information about you only for as long as we are required to do so and following termination of your appointment, will retain your personal details for six years.

## **YOUR RIGHTS**

Under GDPR, you have the rights as an individual to:

- Find out what personal data we hold about you and obtain a copy of this data, free of charge, within one month of you making the request
- Ask to correct inaccurate or incomplete data

If you think we are acting unfairly or unlawfully, you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner's Office

Under certain circumstances, you also have the right to ask us to:

- Restrict the use of your data (if you have raised issues about the accuracy or use of your data until we have investigated and responded to your concerns)
- Erase your information (the right to be forgotten)
- Comply with your wishes, where you have previously agreed to us processing your data, and have withdrawn consent to further processing
- Provide you with a portable electronic copy of the data you have provided to us.

Should you wish to see what personal data we hold about you, you should make a Subject Access Request to the Data Protection Officer by emailing [dpo@myerscough.ac.uk](mailto:dpo@myerscough.ac.uk), or in writing to:

Data Protection Officer  
Myerscough College  
St Michaels Road  
Bilsborrow  
Preston PR3 0RY

Further information on your rights can be found at <https://ico.org.uk/>

## **CHANGES TO THIS PRIVACY NOTICE**

We will regularly review our Privacy Notice and reserve the right to amend it from time to time, as required by law. Any changes will be immediately published on our website.



## **Myerscough College and University Centre Consent to Share Personal Data**

When required by law or College statute, details of College Governors are made publicly available. Myerscough College and University Centre must also fulfil all obligations placed upon it through its relationship with funding bodies and government agencies with regard to the release of personal data.

We have identified the legal basis for collecting and processing your personal data in our Privacy Policy, and, in order fulfil certain requirements require your consent to the sharing of personal data with other members of the Board and Governors as well as the use of your photographic image for use on our website and intranet.

**I hereby consent to Myerscough College and University Centre sharing my personal data with other Governors via the secure My Governance Portal.**

**I hereby consent to my photographic image being used on Myerscough College and University Centre's website and intranet for publicity purposes.**

In order to satisfy the conditions of registration with the Office for Students, the new regulatory body for Higher Education, we are required to provide the details of our Board of Governors. We must also demonstrate that each individual Governor has consented in writing to their personal data being processed for this purpose and are obliged to provide evidence of such consent as part of this process.

**I hereby consent to Myerscough College and University Centre sharing my personal data with the Office for Students for the purposes of satisfying the conditions of registration with the regulatory body.**

<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>