



## Privacy Notice for Governors

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Lead	Nick Christoforou
Agreed by	SLT

## Notice about how we use your personal information

We are the data controller of personal information about you. We are Newham sixth Form College. Our address is: Prince Regent Lane, Plaistow, London E13 8SG .

Our Data Protection Officer is Newham Partnership Working, [dpo@npw.uk.com](mailto:dpo@npw.uk.com) the College lead for data protection is Heather Semmens [GDPR@newvic.ac.uk](mailto:GDPR@newvic.ac.uk) / 020 75406935. If you have any questions about this policy or the ways in which we use your personal information, please contact the College data protection lead.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

Newham Sixth Form College are registered under the Data Protection Regulations 2018. This means that the purposes for which the College collects and processes personal data is notified to and registered with the Information Commissioner’s Office (ICO).

The General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, strengthen the rights which individuals have over their data which organisations collect and process.

We will collect the following information from you, which we need in order to carry out our functions:

### 1. WHAT INFORMATION DO WE COLLECT?

We will collect personal information from you when you apply for a governor position at the College. This will include:

- address,
- personal email address,
- home and mobile phone numbers,
- date of birth,
- qualifications,
- nationality and ethnic origin
- photo identity
- CCTV footage
- career history with dates
- whether you are related to any personnel of the College or Corporation;
- references;
- declarations on your suitability to be a governor

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about:

- Disability
- Ethnicity

### 2. WHY DO WE COLLECT THIS DATA?

The purpose of processing this data is to allow us to maintain and operate a governing board. This may include:

- Enabling ethnicity and disability monitoring
- Providing you with appropriate information about your duties as a governor and training and development opportunities that might be of interest to you
- To ensure we comply with statutory requirements about your eligibility to be a governor

### **3. OUR LAWFUL BASIS FOR USING THIS DATA**

We only collect and use personal information about you when the law allows us to. One of the following will apply:

- To comply with a legal obligation to maintain a governing board, for example the Equalities Act 2010 and the Further Education Act 2017
- You have given us consent to use your personal data in a certain way
- To protect your vital interests (or someone else's vital interests)

We have legitimate interests in processing the personal data. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this 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 use of your data.

### **4. WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Central and Local Government – to meet our legal obligations to share certain information, such as safeguarding concerns and information about staff performance and dismissals
- The Department for Education
- Suppliers and service providers (including professional advisers and consultants) – to enable them to provide the service we have contracted them for

### **5. HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

Your personal data will be retained in line with our retention policy, details of which are available on request.

- We will not keep your personal information for longer than we need it for the purposes we have explained above.
- When you apply for a governor role with us, but your application is unsuccessful, we will keep your personal information for 1 year.
- When you are a governor, we will keep your personal information for as long as you are in role and then after you leave, we will keep your personal information for 7 years.

## **6. TRANSFERRING DATA INTERNATIONALLY**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **7. CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email/Staff bulletin

## **8. YOUR RIGHTS**

### **8.1 How to access personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

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.**8.3**

#### **8.4 Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the College data protection lead