

Governor Data Privacy Notice

This Privacy Notice explains how we, University College Birmingham (the “**University**”) of Summer Row, Birmingham B3 1JB, telephone number: 0121 604 1000, use the personal data we collect. The University collects personal data from you when you apply to become a Governor. We are the data controller for such personal data relating to you and this Privacy Notice explains how we will process your personal data.

The information is held on the University’s secure systems and some data is held in paper form. All of the information we hold is held securely and only a few, specifically authorised staff members can access it. The information that we collect will be held in accordance with the General Data Protection Regulation 2016/679 (the “**GDPR**”) and the Data Protection Act 2018.

The University’s Data Protection Officer is the Head of Student Records and Academic Registry:

Ruth Cartwright

Address: University College Birmingham, Summer Row, Birmingham B3 1JB

Email: dataprotection@ucb.ac.uk

Telephone: 0121 604 1000

There are certain principles that the University must adhere to. This means that we will make sure your information:

- Is treated fairly and is only used for the purposes for which we have collected it and for which we have a legal basis.
- Will only be used for the purposes for which it was collected, unless we ask your permission to use it for something else.
- Will not be excessive. i.e. We will not hold information about you that we do not need.
- Will be accurate.
- Will not be kept longer than is necessary
- Will be kept securely so that there is no loss of data or data breaches. Personal data is kept on secure servers and any hard copies are kept in secure locations. Only authorised people have access to your personal information. [If your personal data is shared and stored outside of the European Union, there are appropriate safeguards in place to protect your personal data and this will only be done with your approval.]

You have certain rights as a data subject. This means that you have:

- The right to gain access to your personal data – You can ask us what information we hold on you.
- The right to rectification – You can ask us to put right any information that you believe is incorrect or where appropriate, given the purposes for which your data is processed, the right to have incomplete data completed.

- The right to erasure – You can ask for information to be removed, although this is a limited right which applies, among other circumstances, when the data is no longer required or the processing has no legal justification. There are also exceptions to this right, such as when the processing is required by law or in the public interest.
- The right to restrict processing – If you feel you are being disadvantaged by us holding information that is inaccurate, you can ask us to stop processing it until we fix it, or come to an agreement.
- The right to data portability – You can ask us to extract your information so that you can use it elsewhere.
- The right to object – You can object to us processing your data for marketing purposes. You can also object to us processing your data when such processing is based on the public interest or other legitimate interests, unless we have compelling legitimate grounds to continue with the processing.
- Where the legal basis for processing your personal data is based on your consent, the right to withdraw your consent at any time.
- Rights in relation to automated decision making and profiling – However, the University will never make any decisions about you without any human intervention.

For any information on your rights, or if you have questions or concerns, please contact Amin Pradhan at dataprotection@ucb.ac.uk.

You also have the right to complain to the Information Commissioner's Office (ICO) if you feel that the University is not processing data correctly. You can make a complaint on the ICO's website: <https://ico.org.uk/>.

Why does the University need information about you and what is the purpose of our processing?

We only process data for specified purposes and if it is justified in accordance with data-protection law. In general terms, we process your personal data for the purposes of appointing Governors and assisting them to discharge their duties.

More specifically:

- CVs are held for all Governors as part of the appointment process.
- In order to be a Governor at the University, you must provide address details (including email addresses and phone numbers) so that we can contact you.
- We are obliged to keep a register of Governors' interests, their commitment to the Public Interest Governance Principles and minutes of all governing body and sub-committee meetings which you might attend as a record of decisions taken. We are also required to maintain a record of any charitable trusteeships or directorships registered with Companies House, as part of our Fit and Proper Persons assessment. This is regularly reviewed and updated as necessary during your term of office.
- We will use information that you give us to process expense claims.

- As part of the University's responsibilities as an Exempt Charity, governing body membership and declared governor trustees are published on the University's website and updated every year.
- Every four years an Effectiveness of Governance Review is undertaken to ensure ongoing alignment with the Committee of University Chairs' Code of Governance. Information given to us and generated may be shared with the Independent Consultant as part of this process.
- Governing body information is also available on request to the University's external auditors and provided to OFS as part of the University's Annual Accountability Return. The Audited Financial Statements which make up part of this return must also be published on the University's website for at least five years. Some governing body information is also provided to HESA as part of the University's Staff Return.

What Data do we hold?

Information that the University holds could include the following:

Biographical Information:

Name, gender

ID card image – This is held for identification and security purposes.

Contact Details:

Home address, contact details

Other:

CV

Declared interests

Discussions and decisions to which a Governor has contributed as recorded in the minutes of Governing Body meetings and the minutes of sub-committee meetings of which a Governor is a member.

CCTV:

CCTV is used within the University for security reasons and your image may be recorded.

How long will we hold your data?

Personal CVs will be destroyed 7 years after the end of the Governor's term.

Other information such as minutes of meetings will be retained indefinitely for audit and compliance purposes or until there is no longer a legal basis for holding it.

CCTV data will be deleted after 31 days.

Who might we share your information with?

On occasion we may need to share your data internally and with third parties. The following is a list of organisations with which we may share information. It is not an exhaustive list, but any organisation with which we share information will have confirmed their compliance with Data Protection Regulations.

- Our administrative/ IT staff associated with Governor activities
- Statutory Government bodies (HESA**/ESFA/OFS)
- Our website users
- Our auditors
- Software providers that the University use may need access to resolve IT issues.
- Relevant authorities dealing with emergency situations at the University*
- Any other authorised third party to whom the University has a legal/contractual obligation to share personal data with

*Please note that in emergency situations where the University deems it to be in your (or potentially a third party's) 'vital interests' the University may share your personal data, including sensitive personal data with relevant individuals/agencies, e.g. the Police.

**Declaration by the Higher Education Statistics Agency

The Higher Education Statistics Agency (HESA) collects student information on behalf of the Higher Education Funding Council. The data is processed in accordance with the Data Protection Act and further information about how the data is collected and used can be found at:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

Legal Basis

The legal basis under which the University processes your personal data is as follows:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

<i>Version Number</i>	<i>Date Last revised</i>	<i>Revised By</i>
1.0	13/04/2018	DPO
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