

## General Data Protection Regulations (GDPR) Governor Privacy Notice

### Why are we providing this notice for you and who can you contact?

As a governor or co-opted committee member, the College needs to hold certain information about you (your 'Personal Data'). This notice will inform you about the data we hold and how we use it. It has been prepared in accordance with the UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018.

If you have any questions regarding your information or anything contained within this Privacy Notice, please email [dataprotection@cornwall.ac.uk](mailto:dataprotection@cornwall.ac.uk) or write to:

Data Protection Officer, Cornwall College, John Keay House, Tregonissey Road, St Austell, Cornwall.  
PL25 4DJ

### What personal data do we hold?

We collect the following personal information from you:

- Your name, date of birth, contact details including address, telephone number and email address.
- Details of your current and previous employment and qualifications.
- Details of voluntary work undertaken and business/community links.
- Verification that you have not been convicted of any offence, civil or criminal which is unspent under the Rehabilitation of Offenders Act 2014; have no civil claims or criminal charges outstanding; have not been dismissed from any office or employment; have not been disqualified from acting as a Company Director or Charity Trustee or in the management of a company, nor been a Director, Partner or Manager of a company which has gone into liquidation, receivership or administration.
- Details of two referees and the references that they provide.
- A copy of your Disclosure Barring Service Check and copies of the Identification Documents used to apply for the check.
- Details of your interests including current employment; other appointments (voluntary or otherwise); membership of professional bodies, groups or organisations; companies in which you hold more than 1% of the share capital; gifts or hospitality of more than £50 accepted in the last 12 months; any other interests not covered by the above.
- Details of any payment of expenses and any third-party payments to you as a governor /coopted committee member.
- Images of you (photos or videos). The College relies on your permission for processing your personal image. The Clerk will contact you for your consent. That consent must be freely given and can be withdrawn at any time by contacting the Clerk.
- Attendance records for meetings, events and training with outcomes of any assessments conducted.
- Special Category Personal Information required for the FE Workforce Governor Data Collection (should you choose to share it) which includes gender; age; disability; ethnicity and length of service. This information is shared with the Education and Skills Funding Agency anonymously.

### How do we obtain personal data?

We obtain most of this data directly from you. We collect information from your first point of contact with the college in order to support your application for the role of Governor or Co-opted Committee Member.

The personal data we hold will increase as you progress through the appointment process and thereafter in the course of your role as Governor or Co-opted Committee Member.

## What is the legal basis on which we collect and use your personal data?

We collect and use your personal information as a Governor and a Member of the Corporation Board or as a Co-opted Committee member to meet any necessary requirements of the following:

- The Further and Higher Education Act 1992
- The Skills and Post 16 Act Education Act 2022
- Keeping Children Safe in Education 2023 Statutory Guidance
- As an exempt Charity under the Charities Act 2011, as amended.
- Companies Act 2006 (CC Education Services Limited and CCMS (2000) Limited)

## How do we use Your Personal Data?

The College will process your personal information for a range of contractual, statutory or public interest purposes:

- To assess your governor /committee member application to the College.
- If successful, to complete the appointment process.
- To safeguard students.
- To communicate effectively with you by post, email and phone.
- To enable your participation at meetings and events and provide an ID card.
- To operate security (including CCTV), complaint, audit and quality assurance processes and arrangements.
- To support your training requirements.
- To meet the requirements of regulations from the Department for Education or as a contractual obligation of the College's funding agreements.
- To meet the requirements of the Companies Act for Directors of CC Education Services Limited and CCMS (2000) Limited.
- To compile statistics and conduct research for internal and statutory reporting purposes.

## How do we share your personal data?

We may share the personal information that you give us with the following organisations:

- Government Disclosure Barring Service (DBS): To check whether you have any previous convictions, which would make you unsuitable for working with children and young people.
- Appointed Auditors: To carry out internal and/or external audits.
- Department for Education: To meet the requirements of regulations.
- Funding Agencies: It is a contractual requirement to publish related party payments and expenses under our funding agreements with the Education and Skills Funding Agency and Office for Students. To complete the FE Workforce Governor Data Collection.
- Barclays Bank: To comply with the statutory 'Know Your Customer' requirements.
- Companies House: To record Company Director information. This information is published and may be accessed by the public.
- Police or other Public Authorities: For the purposes of the prevention or detection of crime, or where it is necessary to protect your vital interests, or in an emergency.

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it, consented to it or it is in your vital interests to do so.

## Your Rights In Relation To Your Personal Data

You have the following rights in relation to your personal data:

- 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.

## How long do we keep your personal data?

- We will not keep your personal information for longer than we need it for the purposes we have explained above.
- When your application to be a governor or co-opted committee member is unsuccessful, we will keep your information for no more than 12 months.
- We will keep your personal information for as long as you serve as a governor or co-opted committee member and for a further 6 full financial years after you resign.
- Safeguarding records (including DBS information) are required to be kept for 30 years following your resignation.
- The Corporation and Committee agendas, papers and minutes shall be kept for an indefinite period, in line with the College Data Retention Policy.
- The College Annual Reports and Financial Statements, which contain summary information for governors' appointment and participation in corporation business, are retained for the duration of the College's existence as a statutory corporation.
- The College will retain data for the period of time required by the Companies Act 2006 or successor legislation.
- Where you withdraw your consent for use of your images or your appointment terminates, the College will make reasonable efforts to cease processing your image. Should you give consent, you should be aware that the College may continue to retain your images in printed media for up to 12 months after your appointment has terminated or you have withdrawn your consent.

## How do we manage the security of your personal data?

The information we collect from you is entered onto software systems held on secure servers that are subject to strict procedures and security features to minimise the risk of unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction and damage.

Where we have provided you with a college account and password that enables you to have access to certain parts of our electronic systems, you are responsible for keeping this password confidential.

## Updates to this Privacy Notice

We keep our privacy policy under regular review. The Cornwall College Website will always display the most up to date version: <https://www.cornwall.ac.uk/governance/>