

PRIVACY NOTICE FOR GOVERNORS AT ADA NATIONAL COLLEGE FOR DIGITAL SKILLS

NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are Ada National College for Digital Skills

Our address is: Broad Lane, Tottenham Hale, London N15 4AG

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

This notice sets out how we use your personal information when you apply to become or are a Governor of the College, 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.

THE INFORMATION YOU GIVE US

We will collect personal information from you when you apply for the role of governor with us. This will include your:

- [name; address; phone number; email; date of birth; NI number; current employment details including job title, all past employment details (via a C.V.); education details; interests;
- whether you are related to any personnel of the College or Governing Body;
- references;
- special arrangement details for interview (if any); and
- Disclosure Barring Service check (including identification documents), Check of Barred (as a trustee or Company director) Lists (with the Charity Commission and Companies House).

We will collect personal information from you when you are a Governor of the College. This will be your: [name; marital status; address; date of birth; occupation / type of employment; phone number; email addresses; NI number; start date; bank details (for payment of expenses); qualifications / experience, Register of Interests, accidents and injuries at College; recruitment information; photo; gender; exit interview.

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 checking your identity and right to work in UK;
- to keep an audit trail of the checks we have made and our relationship with you
- to reimburse expenses;
- for communicating with you,
- for carrying out our role as the College of which you are a Governor, including sharing of data with funding bodies and regulatory bodies (including Department for Education, Office for Students, Ofsted), and maintaining public record documents where, required to do so

We treat your personal information confidentially 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 your being a Governor at the College, or it is necessary to take steps before becoming a governor at the College. We also collect and

use your personal information on the basis that we need to do so in order to comply with our legal and regulatory obligations. The legal bases upon which we process your personal information are either public task, contractual or legal responsibility.

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 field of Equality and Diversity legislation. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics, information about their physical, physiological or behavioural characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records).

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.

When you apply for a role as a Governor with us, but your application is unsuccessful, we will keep your personal information for 6 months.

When you are a Governor, we will keep your personal information for as long as you hold that position and then after you leave, we will keep your personal information permanently for historical purposes (in line with the policy adopted for the retention of Corporation Papers which is currently 6 years).

HOW WE SHARE YOUR PERSONAL INFORMATION

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

- Government (and quasi government) bodies including: Department for Education; Ofsted; Office for Students, Education & Skills Funding Agency, Charity Commission, Companies House, Disclosure and Barring Service

For the following purpose of:

- the regulation of the College's activities, meeting legal and / or regulatory obligations.

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, or to delete it is no longer deemed necessary to keep for historical purposes;

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.

