

GOVERNORS PRIVACY NOTICE

Gateway College is committed to protecting the privacy and security of personal data. This privacy notice has been prepared in accordance with the General Data Protection Regulations (“**GDPR**”) and the Data Protection Act 2018.

Our Data Protection Officer is the Vice Principal (Resources). If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer.

This notice sets out how we use your personal information and in particular:

- the information that you give us;
- the uses made of your personal information;
- how we share your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- your rights over your personal information;
- how to request access to your personal data;
- how we protect your data;
- contact details.

THE INFORMATION WE COLLECT

Gateway College collects the following categories of information:

- your name and contact details
- records of training related to your governorship
- “Declaration of Eligibility” and “Register of Interest” forms
- information provided by individuals as part of an application form to facilitate the governor appointment procedure

Your name will be mentioned in the minutes of governors’ meetings.

Your personal data is collected via your application form to become a governor and as a result of various activities whilst you are in post. Your data will be stored securely in both electronic and paper formats.

HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information set out above as follows:

- Comply with legislation as it applies to sixth form colleges
- Undertake statistical analysis
- Provide appropriate statutory advice and guidance
- Deliver governor advice, guidance, information and training

We treat your personal information with confidentiality and we do not use it for any other purposes.

HOW WE SHARE YOUR PERSONAL INFORMATION

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Education & Skills Funding Agency
- The Department for Education
- Regulatory bodies such as OFSTED
- We may share information with College auditors upon their request.

Occasionally we may use consultants, experts and other advisors to assist the College in fulfilling its obligations and ensure its effective operation. We may need to share your data with them if it is relevant to this work.

Where we do share data, we will do so securely and only where we have confirmation from the recipient that they will process your data securely, fairly, and in line with legislation. We will not send your data outside of the European Economic Area.

THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

Gateway College collects and processes your personal information to fulfil our contractual obligations, for the performance of our business as a sixth form college and under our legal obligations.

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. We will keep your personal information for as long as you are a governor and then after you leave, we will keep your personal information for seven years.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

- 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 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/>);

Gateway College will not always need consent to use your personal information such as when required to meet regulatory requirements.

REQUESTING ACCESS TO YOUR PERSONAL DATA

You have the right to request access to the information that we hold about you free of charge. However, if the request is for an excessive amount of information we may charge a reasonable fee. To make a request for your personal information, please contact the Data Protection Officer.

CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notice under regular review and this will be available on the College website.

PROTECTING YOUR DATA

Gateway College has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. The College takes the protection of your data extremely seriously.

CONTACT DETAILS

If you have a concern about how Gateway College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at:

<http://www.ico.org.uk/concerns>

Write to us: Data Protection Officer
Gateway College,
Colin Grundy Drive
Hamilton
LEICESTER
LE5 1GA

Call us: 0116 274 4500

Email us: admin@gateway.ac.uk