



Privacy Notice for University Court and external members of University committees

Background

This Privacy Notice is designed to explain how and why information about individuals in the following categories is used and managed:

- Members of University Court (Governors)
- Applicants seeking appointment to University Court or its committees
- External members serving on University committees.

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

Using your personal information

Who will process my information?
Under Data Protection law the University is the 'data controller'. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data.
Why do we collect and use your personal information?
The University collects, holds and uses information about you for a number of reasons including: <ul style="list-style-type: none">• Ensuring that you are a fit and proper person to hold your position as a governor/external member of a committee• Administrative and financial management• To meet legal obligations and adhere to the requirements of good governance• Communications necessary to your role• To record attendance at committee meetings• Ensuring equality of opportunity and equal opportunities monitoring• Ensuring health and safety• Archiving purposes
Keeping information updated
The University strives to ensure that your personal information is accurate and up to date. Governors and members of committees are responsible for advising appropriate University staff of changes to or inaccuracies in their information.
How long is the information kept?
The University will retain your information only for as long as necessary for the purposes described. For external applicants seeking appointment to University Court or committees these

details are set out below. For Governors and external members of committees detailed information is available in the University Records Retention Schedules.

Records of the business of statutory committees including agendas, minutes and supporting papers will be held for the lifetime of the University.

External applicants seeking appointment to University Court or committees

The University will recruit governors and committee members by seeking expressions of interest from individuals or through an open recruitment process.

Individuals will provide personal information such as a CV and covering letter. In addition, equalities information is requested. This information is not shared with any individual involved in the shortlisting or decision making process and is used for statistical purposes only. Individuals can elect not to provide information or select the option 'prefer not to say' if they do not wish to disclose the information being requested.

The University will only share this information with third parties to the extent that it is essential for the recruitment process. For example, external recruitment agencies, contacting referees.

If you are not selected, the University will retain your information for a period of one year.

Following this period your personally identifiable information will be destroyed. Anonymised information will be retained for statistical and monitoring purposes.

Where do we obtain information from?

If you are a governor or external member of a committee we will obtain information from your application and from interactions during your time as a member of the University.

What information is being collected and used?

Data will consist of the information provided in your application and information added during your time in office. Information may be in hard copy or electronic format. This includes:

- Name and contact details (including emergency contact)
- Education records including qualifications, skills and personal statements
- Employment and training details
- Biographical information including positions held/interests in external organisations and register of interests. Where it is disclosed, the register of interests will contain information concerning related parties (including immediate family members)
- References
- Financial information (e.g for reimbursement of expenses)
- Records of attendance at meetings and contributions to meetings, as recorded minutes
- Visual images
- Provision of, access to and use of IT systems and information
- Health and safety information

Special category personal information is also processed where it is necessary and lawful for us to do so. In most cases you have the option whether to provide this information or not. This refers to data revealing:

- Racial or ethnic origin
- Political opinion
- Religious or philosophical beliefs
- Trade union membership
- Physical or mental health
- Sex life or sexual orientation

Data relating to criminal convictions and offences is also subject to additional protection.

Who is the information shared with?

Your information will be shared internally only with those individuals who require it in the course of their duties.

The University may be required to share your personal information with external organisations. This may happen due to a statutory or legal obligation.

In addition we may also share your information with the following if requested or required to do so:

- Relevant UK government departments
- Higher Education Statistics Agency (HESA). For more information on what HESA does with your personal data see the HESA Staff Collection Notice.
<https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- Scottish Funding Council
- Professional, statutory and regulatory bodies e.g. Scottish Public Services Ombudsman, Office of Scottish Information Commissioner; Information Commissioner's Office; Health & Safety Executive
- Scottish Government and Scottish Ministers
- Law enforcement agencies
- Relevant authorities dealing with emergency situations at the University
- Research funding bodies or bodies managing financial administration/monitoring of research funds, including research councils and EU funding bodies
- External providers of facilities/services you have chosen to use/receive
- Any other authorised third party to whom the University has a legal/contractual obligation to share data with.

Some of your information will be publically available including photographs, where provided. Information about governors is published on the GCU website including biographical information and the Register of Interests relating to governors.

In addition, the University is required under the Scottish Code of Good Higher Education Governance to:

- Maintain and publish a register of members' interests
- Collect information on the balance of skills, experience and attributes of Court members.
- Publish minutes of Court meetings, which may include contributions from individual governors.

How is the information kept securely

Information is kept securely on University equipment in line with University information security and data protection policies. Access is restricted to only those staff or authorised agents who require it and on a 'need to know' basis.

Is the information transferred outside the European Union?

Some personal information may be transferred internationally, for example, information published on the website can be accessed internationally. If the University is engaged in international partnerships there may be regulatory requirements which require the sharing of data about the University's legal trustees. We may also engage third parties to provide systems or services which are hosted outside of the European Union. In emergency situations, if you are located outside the UK, we may need to transfer data internationally.

Where we transfer data internationally we will ensure that appropriate safeguards are in place to protect your information and your privacy.

Your rights

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent.

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner's Office.

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you've given us.

Please contact us if you wish to exercise/enquire about any of these rights.

Contact Details

Data Protection Officer
Department of Governance
Britannia Building
Glasgow Caledonian University
Cowcaddens Road
Glasgow
G4 0BA
Email: dataprotection@gcu.ac.uk

Legal basis for using your information

The legal condition which enables the University to process personal information is found in the Article 6 of the General Data Protection Regulation (GDPR). In particular we rely on :

- Article 6(1)(a) consent
- Article 6 (1)(c) compliance with a legal obligation
- Article 6(1)(d) vital interests
- Article 6(1)(e) performance of a task in the public interests/exercise of official authority
- Article 6(1)(f) legitimate interests.

Where special categories of data are processed we will normally have your explicit consent or another legal reason within Article 9(2) of GDPR will apply.

We hold equality data for Court members which constitutes special categories/sensitive personal data for the purposes of meeting the University's requirements under the Equality Act 2010, the Gender Representation on Public Boards (Scotland) Act 2018 and as part of the funding requirements of the Scottish Funding Council.

Under GDPR the legal basis for processing this information about Court members is Article 6(1)(c) legal obligation and (e) performance of a task carried out in the public interest and Article 9(2)(j) the processing is necessary for statistical and research purposes based on duties in the Equality Act 2010.

Further information

The Information Commissioner's Office website: <http://www.ico.org.uk>
The University's Data Protection webpages <https://www.gcu.ac.uk/dataprotection/>