

# **BOARD OF GOVERNORS PRIVACY NOTICE**

## **(PROCESSING YOUR PERSONAL DATA)**

### **INFORMATION FOR GOVERNORS FROM THE CLERK TO THE GOVERNORS**

**Please read this information before you sign your consent form**

(Valid for 2018 and until superseded)

#### **General**

In order to fulfil the University's statutory requirements, including those under the Instrument and Articles of Government, to meet Good Practice Guidelines and to provide Governors with appropriate information, it is necessary for the University to process personal data about you, including sensitive/special category personal data, both manually and electronically, in accordance with the Data Protection Act 2018 and General Data Protection Regulation ("Data Protection Laws") which govern the processing of personal information.

It is a requirement of the Data Protection Laws that you are fully informed of the data held, its nature and purpose, where located and the format in which it is kept and processed. The University Data Protection Policy sets out the rules for adherence to the requirements of the Data Protection Laws and is available at: <https://www.bolton.ac.uk/about/governance/documents/>

If you have any questions about our privacy practices, please contact the Clerk to the Governors or our Data Protection Officer.

Contact details: University of Bolton Data Protection Officer:

Email: [dpo@bolton.ac.uk](mailto:dpo@bolton.ac.uk)

Address: Data Protection Officer  
The University of Bolton  
Deane Road  
Bolton  
BL3 5AB

The University's Information Commissioner's Office data controller registration number is Z5888188.

#### **Changes to this privacy notice**

It is important that you check this privacy notice for updates. If we make changes that we consider to be important, we will let you know by contacting you.

#### **How we process your personal information – legal basis for processing**

Your membership of the Board and its Committees, your entry in the Register of Members' Interests and the records of most meetings, are published by the University for internal and external purposes.

Please note that when you sign your consent form you will be giving explicit permission to the University to process certain specified data relevant to your role as a Governor of the University. This data is described in this privacy notice and includes providing information about you legitimately to the University and the public where it is good practice and/or there is a legal basis to do so.

All other personal information provided by you and any other information kept about you for the purpose of providing a service to individual Governors and about the Board of Governors, will be treated in confidence and will not be disclosed to third parties, except where required for the following legal bases or where your consent has been received.

Some processing activities may be carried out where it is necessary:

- for a **legal obligation**. For example, disclosing personal data to external parties under statutory powers.
- to protect your **vital interests** or another party. For example, disclosures to ensure the safety and wellbeing of a governor or another individual.
- for the performance of a **task carried out in the public interest** or in the exercise of official authority. For example, collecting or disclosing information in order to meet regulatory or statutory requirements.
- for **legitimate interests** pursued by the University. The legitimate interest will relate to the efficient, lawful and proportionate delivery of University business.

Where any of the above legal bases do not apply, the consent of a governor to process their personal data is sought.

**Table A** below sets out the separate categories of personal information that the University may hold, what its purpose is, where the information is located, the method of data processing used and the legal basis for processing that information.

To monitor the success of the University's Equal Opportunities Policy, we will record and process details of your age band, gender, ethnicity and any disabilities for analysis.

### **Who do we share your personal data with?**

The University may need to share your personal data within the organisation or third parties outside of the University. The privacy of your information is paramount and will not be disclosed unless there is a justified purpose and legal basis for doing so.

- **University staff and committees** who need the information for administrative purposes.
- **Contractors and suppliers** where the University uses external services.
- **Government bodies and departments** responsible for public funding, statistical analysis, monitoring and auditing, sponsorship and regulatory matters. For example, OfS, HESA, Charity Commission.
- **Hotels and external venues** for bookings and to confirm accommodation, dietary and access requirements.
- **Companies House** for governors who are directors or company subscribers of a University subsidiary undertaking.
- **University insurers, auditors and legal advisers**

### **How we secure personal information**

The University takes the matter of data security and protection seriously and uses appropriate technologies and procedures to protect personal information. The personal data you provide to us is securely held by the University and will be treated confidentially and with sensitivity.

Our information security policies and procedures are reviewed regularly and updated as necessary to meet our service needs, changes in technology and regulatory requirements.

Further information on data security is published at:  
<https://www.bolton.ac.uk/about/governance/documents/>

### **How long we keep personal information**

The information held on you as a Governor, as described in this privacy notice, will be kept in accordance with the University's Records Retention and Disposal Policy and Records Retention Schedule detailing the retention period for different records which is published at:  
<https://www.bolton.ac.uk/about/governance/documents/>

### **Your right to access and correct your personal information**

The University respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

Under the Data Protection Laws you have the right to obtain a copy of the information we hold on you, and you may request this from the Clerk to the Governors.

You must ensure that all personal data provided to the University is accurate and up to date. Any changes must be notified to the Clerk to the Governors.

If you are not happy with how the University manages your personal information you should contact the Clerk to the Governors in the first instance.

## NOTIFICATION OF PERSONAL DATA HELD ON GOVERNORS BY THE UNIVERSITY OF BOLTON

**May 2018**

This privacy notice is given to each member of the Board of Governors as part of the requirements of the Data Protection Laws.

When you sign your consent form you are expressly giving your permission to us to process this data, including sensitive/special category personal information about you, as described below.

**TABLE A**

No.	Type of information held and purpose	Description of components	Method of data Processing	Main Location of data (and any secondary locations)	Data Format (and accessibility)	Legal Basis for Processing
1.	<b><u>Membership Details</u></b> For the published record of membership of the Board and Committees.	<b><u>Name, title, membership category, term of office, status</u></b> (prospective, current, past membership), office held (eg Chair).	Manual and electronic records	<b>Clerk's Office</b> (Web Page, Learning Resources Centres, Governors' Manual)	Lists of membership, (publicly available), acceptance declaration.	Legal obligation; public interest task; legitimate interests; consent
2.	<b><u>Personal Details</u></b> To facilitate provision of services to Governors, accessibility, monitor equal opportunities, audit of attributes and expertise.	<b><u>Membership details</u></b> (as in 1 above), contact address, telephone, fax number and e-mail (work and/or home), photograph, ethnicity, nationality, gender, date of birth, disability, experience, expertise, educational background, statements in support of membership application.	Manual record	<b>Clerk's Office</b> (Governors' Manual)	Lists and tables (only available to Governors and Executive Office)	Legal obligation; public interest task; legitimate interests; vital interests; consent
3.	<b><u>Register of Interests</u></b> In order to meet statutory and good practice requirements on transparency in decision-making, to monitor declarations of interest.	<b><u>Pecuniary and non-pecuniary interests of a member and spouse/partner and close relatives</u></b> , including employment, business involvement, external benefits (as a Governor), membership of public bodies, honorary positions	Manual record.	<b>Clerk's Office</b> (Governors' Manual)	Register of Interests (available to public upon request), records of meetings (publicly available).	Legal obligation; public interest task; legitimate interests; consent
4.	<b><u>Meetings of Board and Committees</u></b> For record of membership, attendance or not, decisions made at meetings.	<b><u>Name, any office held, presence, apologies for absence, action taken or to be undertaken</u></b> , (eg proposer or seconder of motions, voting, declaration of interests, dissent)	Manual and electronic records.	<b>Clerk's Office</b> (Web Page, Learning Resources Centres)	Minutes (publicly available), Notes and other records of meetings.	Legal obligation; public interest task; legitimate interests; consent



Teaching Intensive, Research Informed

**THE UNIVERSITY OF BOLTON**

**BOARD OF GOVERNORS**

**CONSENT FORM FOR PROCESSING PERSONAL DATA**

In accordance with the Board of Governors Privacy Notice above, as a Governor I expressly give my permission for The University of Bolton to process personal data about me, including sensitive/special category personal data, as described in the accompanying leaflet (Ref PD1) which I have received.

NAME (PLEASE PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_