

The Data Controller

Bishop Auckland College/South West Durham Training is the Data Controller for any personal data you give us. Contact details:

Bishop Auckland College
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6JZ
01388 443000

South West Durham Training
Durham Way South
Aycliffe Business Park
County Durham
DL5 6AT
01325 313194

If you have any questions about this Privacy Notice or the ways in which we use your personal information, please contact the Data Protection Officer:

Data Protection Officer
Bishop Auckland College
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6JZ
01388 443100
DPO@bacoll.ac.uk

Introduction

This Privacy Notice for applicants and Governors at Bishop Auckland College/South West Durham Training (thereafter to be termed ‘the Organisation’) has been prepared in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It explains why we collect personal data about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Whenever you provide personal information, we will treat that information in accordance with this Notice, current legislation and our Data Protection Registration. We also aim to meet current best practice.

Your personal data is information which is about you. It can be data that directly identifies you or data that can be put together with other data to identify you.

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and operational procedures to safeguard and secure the information we collect from you.

When processing your personal data, we will:

- Tell you the reason we’re asking for it
- Only ask for information we need
- Make sure we don’t keep it for longer than necessary
- Protect it and make sure only appropriate people have access to it
- Let you know if we’ll share it with other organisations
- Keep it up to date where necessary
- Train our staff to ensure we use and protect it properly

In return, we ask you to:

- Give us accurate information
- Tell us as soon as possible if there any changes to your personal information

Information we may collect and process about you

The Organisation collects and processes personal data relating to its Governors to manage the relationship. The Organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Information we collect about you includes:

- Personal information (such as name, address, email address, contact phone number, date of birth and gender)
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Organisation
- Information about your nationality and entitlement to work in the UK
- Formal reviews and training you have participated in
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments
- Equal opportunities monitoring information, including information about your key protected characteristics

We also may collect the following special category data

- Ethnic origin and race
- Disclosure of criminal convictions, Disclosure Barring Services (DBS) checks,
- Disability

How we collect information

The Organisation collects information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term of office (such as Personnel Information forms), from correspondence with you, or through interviews, meetings or other assessments.

In some cases, the Organisation collects personal data about you from third parties such as information from criminal records checks permitted by law.

Data will be stored in a range of different places including on your application record, in Human Resources (HR) management systems and on other IT systems (including email).

Why we process and use your personal data

In some cases, the Organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a prospective Governor/Governor to meet Keeping Children Safe in Education guidelines and to comply with health and safety laws. It is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, the Organisation has a legitimate interest in processing personal data before, during and after the end of the Governor's term of office. Processing Governor data allows the organisation to:

- a) Run recruitment and promotion processes
- b) Maintain accurate and up-to-date contact details
- c) Operate and keep a record of Enhances DBS checks to ensure Safeguarding requirements are met
- d) Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law
- e) Ensure effective general HR and business administration
- f) Respond to and defend against legal claims
- g) Maintain and promote equality in the workplace

Where the Organisation relies on legitimate interests as reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of Governors and has concluded that they are not.

Where the Organisation processes other special categories of personal data, such as information about the protected characteristics, this is done for the purposes of equal opportunities monitoring.

The lawful basis on which we collect and use your personal information

Under the UK GDPR, the lawful basis we rely on for processing Governor information are:

- For the purposes of (a), (b), (c), (d), (e), (f) and (g) in accordance with the lawful basis of **Public task**: collecting the data is necessary to perform tasks that the Organisation is required to perform as part of its statutory function

Who has access to your data and why

Your information will be shared internally, including with members of the HR Team and IT staff, if access to the data is necessary for performance of their roles.

The Organisation shares your data with third parties in order to obtain necessary criminal records checks from Disclosure and Barring Service (DBS). In those circumstances, the data will be subject to confidentiality arrangements.

Information on the Current Video Surveillance Systems may be shared with a limited group as detailed in the Information Security Policy.

The Organisation will not transfer your data to countries outside the European Economic Area.

How your data will be protected

The Organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by authorised persons. The Organisation’s policies and procedures can be found on the staff portal by department. Policies and procedures refer to are General Data Protection Regulation Policy (ref: POL-DP-01), Acceptable Use Policy (ref: POL-IT-06), Information Security Policy (ref: POL-IT-07), etc.

Where the Organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Retention of information

The Organisation will hold your personal data for the duration of your term of office. The periods for which your data is held after the end of your term of office are:

Type of data	Retention period	Reason
Personnel files including training records, medical information, records of disciplinary and grievance proceedings	Duration of term of office + 6 years	References and potential litigation
Application forms and interview notes	6 months, if unsuccessful	Time limits on litigation

Changes to our Privacy Notice

We keep our privacy notices under regular review. We encourage you to check this privacy notice from time to time for any changes. Our privacy notices are made available on our website found on the data protection page -<https://bacoll.ac.uk/Data-Protection>

Your individual rights

You have the following rights:

		Contact/Department
The right to be informed	This Privacy Notice provides information on how we process your personal information as an applicant.	Data Protection Officer DPO@bacoll.ac.uk
The right of access	<p>You have the right to request information that is held and processed by the Organisation about you.</p> <p>There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).</p> <p>If you would like to request information the Organisation holds on you please refer to the Data Subject Individual Rights Procedure (ref: BAC-DP-01).</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to rectification	If you believe that any data which the Organisation holds on you is incorrect (e.g. address) you can contact the Organisation to inform us of any changes necessary and we will confirm that the changes have taken place.	Data Protection Officer DPO@bacoll.ac.uk
The right to erasure	You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent). Where possible we will comply with all such requests, though some details are part of the Organisation's records, which we are required to keep for funding and legal purposes.	Data Protection Officer DPO@bacoll.ac.uk
The right to restrict processing	<p>You can inform us that we can keep your data but must stop processing it, including preventing future mailings and communications.</p> <p>However, we must continue to process some information for funding and legal purposes.</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to data portability	<p>You have the right to obtain and reuse your personal data for your own purposes across different services.</p> <p>If you request your data to be provided in a specific format we will endeavour to do this. However, if we are unable to provide you with your information in a specific format, we will provide it in a suitable alternative.</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to object	<p>We will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling).</p> <p>We will stop processing your data for direct marketing if you tell us to.</p>	Data Protection Officer DPO@bacoll.ac.uk
The rights related to automated decision making including profiling	We do not use any automated decision making processes.	Not applicable

If you believe that the Organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

To learn more about your above rights please visit the ICO website:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>