

## Privacy Notice – Board of Management

Dumfries & Galloway College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data.

Your privacy and trust are very important to us and this Privacy Notice provides essential information about how the College handles your personal data and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection legislation.

### Who are we?

Dumfries & Galloway College is the ‘Controller’ and is responsible for looking after the personal data that you provide.

Registered office:  
Dumfries & Galloway College  
Bankend Road  
Dumfries  
DG1 4FD

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer (DPO) at [DPO@dumgal.ac.uk](mailto:DPO@dumgal.ac.uk).

### This privacy notice relates to the following process:

*BOARD OF MANAGEMENT*

### Purpose for processing – why do we collect information about you?

We collect and use your information for the following purposes:

- To process applications and interviews;
- To communicate with you;
- To process board member expenses;
- To record and publicise the activities of the Board, for example on our website;
- To keep a register of interests of Board Members;
- To comply with the *Code of Good Governance for Scotland’s Colleges*;
- To monitor equality and diversity in Board membership;

- For other compatible legal and regulatory purposes.

#### **Our lawful basis (reason) for processing your information is:**

- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into a contract.
- Use is necessary for performing a task in the public interest or under official authority vested in us.

#### **The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:**

- Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued. In this instance the processing is necessary to monitor equality of opportunity at senior levels of the organisation (Data Protection Act 2018, Schedule 1, Part 2, section 6 and Further and Higher Education (Scotland) Act 2005, Part 1, section 26A).

#### **What information do we collect about you?**

We collect your name and contact details to allow us to identify you and communicate with you.

To comply with good governance requirements, in some instances we will collect additional information such as data of birth, address details, nationality and country of residence for verification purposes. We will also collect data as necessary to fulfil the requirements of the Board Members' Register of Interests.

We collect records generated during your tenure as a Board Member, as part of Board and Committee business, including records of attendance and input into agendas, papers and meetings.

We also ask for some 'special category data' (for example ethnicity, sexual orientation, race) to carry out statistical analysis to ensure we're advancing equality of opportunity and treatment.

#### **How do we collect it?**

Your personal information is collected when you take steps to become a Board Member.

You are contractually bound to provide the personal information necessary for the purposes of fulfilling the role of Board Member or a special position on the Board.

### **If you were to withhold the information we require for this process, the consequences would be:**

You would be unable to hold the position of Board Member as the College would be unable to meet its governance requirements.

### **Who do we share your information with?**

Your personal information may be shared with third parties who require to verify the status of the College and its Board for reasons of compliance with financial and anti-money laundering regulations, for example payment processors, banks, or charities.

Training related data, name and email contact information will be shared with the College Development Network (CDN). This will allow them to set up an online learning account and facilitate enrolment onto training events.

Gender data will be shared with Colleges Scotland in respect of monitoring equality and diversity within the Board.

Your photograph, biographical information and register of interests will be published on the College website, and therefore in the public domain.

### **How do we look after your information and how long do we keep it for?**

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your information will be kept for the period of your service as a Board Member, and in some cases for a longer period of time, where it is necessary to evidence the governance and business of the College, in line with the College's data retention schedule.

### **Your rights**

Under Data Protection laws you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**In addition the following rights apply only in certain circumstances:**

- The right to withdraw consent at any time (if consent is our lawful basis for processing your data)
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision making including profiling.

For more information about your rights please see [www.ico.org.uk](http://www.ico.org.uk).

**Contact us**

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

email [DPO@Dumgal.ac.uk](mailto:DPO@Dumgal.ac.uk)

Telephone: 01387 734000 or write to:

Data Protection Officer  
Dumfries & Galloway College  
Bankend Road  
Dumfries  
DG1 4FD

**Complaints to UK Information Commissioner's Office (ICO)**

If you are dissatisfied with the response from the College you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data:

You can do this online: [ICO Online](#)

By telephone: 0303 123 1113

Or write to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF