

PRIVACY NOTICE:

Members of Council and its Committees

1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner's Office as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation. A copy of this registration can be found [here](#).

2. Contact details of the Data Protection Officer

The University's Data Protection Officer is:

Sue MacGregor
Data Protection Officer
University of Gloucestershire
Fullwood House
The Park
Cheltenham, GL50 2RH

Email: dpo@glos.ac.uk

3. What information do we collect about you?

On becoming a member of Council, the University will collect the following types of personal data about you:

- your name and contact information (such as an address, email address and telephone number);
- the information required by Companies House to register you as a Director of the Company ('University of Gloucestershire', company number 06023243). This includes details of your date of birth, any additional names by which you have been known, nationality, job title, a service address (which can be the company's registered address), and your home address;
- the information required by the Office for Students, such as your title, full name, date of birth, telephone number, email address, and details of all other directorships and trusteeships held at other organisations (including the appropriate company or charity number);
- biographical detail and a photograph.

On an annual basis, we will ask you to complete:

- a 'Declarations of Interests' form, requesting information about your other interests which are relevant and material to the company;
- a questionnaire outlining your skills and experience mapped against the breadth of expertise required by Council from its membership;
- a 'Personal Details' form, asking for detail related to the protected characteristics as covered by the public sector equality duty and any additional information required by the Office for Students and the Higher Education Statistics Agency. These include: age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race; religion, belief or lack of religion/belief; sex; and sexual orientation.

If you are a member of a Council Committee (but not a member of Council), we will collect the following types of personal data about you:

- your name and contact information (such as an address, email address and telephone number);
- details of your other interests if they are relevant and material to the company;
- biographical detail and a photograph if required.

4. How will your information be used?

The purposes for which we may use your personal data during your term of office include:

For all Members of Council:

- registration with Companies House. Certain details provided will be publically available to those looking for company and officer information;
- registration with the Office for Students. The Office for Students may ask us to get your consent for it to hold and process your data;
- submission of data to the Higher Education Statistics Agency on an annual basis to allow monitoring of equalities characteristics;
- to provide details to the University's banks as part of their 'Know Your Customer' requirements;
- provision of Associate Staff Membership to enable you to access the University's password protected areas of its website, and to use a University email address if you so wish;
- a contact list to be circulated amongst members of Council and University Executive Committee only.

For all Members of Council and its Committees:

- circulation of documentation for meetings of Council and its Committees;
- regular contact via email related to University business;
- invitations to University events;
- monitoring equal opportunities;
- details of your membership of Council or its Committees through the University's website and for any reporting requirements.

5. What is our lawful basis for processing your personal data?

The University needs to process your personal data to comply with its legal and regulatory obligations, such as declaring details of its Company Directors and for the requirements of registration with the Office for Students.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for both our or a third party's legitimate interests. In this instance, we may use your personal data for the following:

- to undertake the work of Council (a statutory body) and its Committees;
- to monitor and evaluate the performance and effectiveness of Council and the University;
- to promote equality and diversity on Council and throughout the University;
- to seek advice on our rights and obligations, such as where we require our own legal advice.

We may also process your personal data where it is necessary for the performance of a contract the University may have with a third party, or in order to take steps to enter into a contract. This would include responding to the 'Know Your Customer' requirements of the University's banks.

We may also process your personal data where we have your specific or, where necessary, explicit consent to do so.

Information relating to conditions for processing can be found on the [ICO's website](#).

6. Who receives your information?

For the purposes set out in this Privacy Notice, we may share some of your personal data with certain third parties due to your role as a Member of Council:

- Companies House;
- the Office for Students. The Office for Students may ask us to get your consent for it to hold and process your data;
- the University's banks;
- those asking for information about declarations of interest from Council Members which must be made available on request.

Data from Members of Council and its Committees are held by the University Secretary and Registrar (as the Company Secretary), with access only granted to those members of staff who would need to contact you to enable the work of Council and its Committees to be undertaken or to invite you to University events.

7. Transfers to third countries / international organisations and safeguards in place

Some of the personal data we process about you may be transferred outside of the European Economic Area (EEA). In these circumstances, your personal data will only be transferred on one of the following bases:

- where the transfer is subject to 'appropriate safeguards' for international transfers;
- where we have your explicit consent;
- contractual obligation.

8. How long will your information be held?

Following sector recommendations made by JISC, the retention period for records documenting the appointment / election / designation of a member of a statutory committee (such as Council) is for six years after the end of the term of office.

At the end of your term of office, we will ask you whether you still wish to be invited to University events. You can withdraw this consent at any time by contacting: universitysecretary@glos.ac.uk.

9. What are your Rights?

Under Data Protection Legislation you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;

- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Any requests or objections should be made in writing to the University's Data Protection Officer, using the contact details under Section 2 of this Privacy Notice.

10. How to make a complaint

If you have queries, concerns or wish to raise a complaint regarding the way in which your personal data has been processed you should contact the Data Protection Officer in the first instance, using the contact details under Section 2 of this Privacy Notice.

If you remain dissatisfied, then you have the right to refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk