

# PRIVACY NOTICE:

## Foundation Fellows

### 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 Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer at:

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

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

### 3. What information do we collect about you?

On becoming a Foundation Fellow, the Fellows and 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);
- biographical detail and a photograph if required.

For those Fellows who are members of the Mentoring Scheme, additional detail will be required to enable the University to apply for a Disclosure and Barring Service (DBS) check. This will include:

- all your addresses for the last 5 years and the dates you lived there
- your National Insurance number
- proof of your identity, for example a passport, valid driving licence or birth certificate.

### 4. How will your information be used?

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

- circulation of documentation for meetings of the Foundation Fellows;
- circulation of documentation for meetings of the Council and Foundation Standing Group, for those Fellows who are a member of that committee;
- regular contact via email related to business of the Foundation Fellows and the University;
- invitations to University events;
- equal opportunities monitoring;

- application for a DBS check for those participating in the Mentoring Scheme.

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

We may 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 support the work of the Foundation Fellows;
- to support the work of the Council and Foundation Standing Group.

If you volunteer to participate in the Mentoring Scheme, we will process your personal data to comply with legal obligations with regards to safeguarding requirements.

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 other Foundation Fellows.

Data required for the DBS check for Fellows participating in the Mentoring Scheme will be shared with the UK Government for the purpose of the check, and those members of University staff who are authorised to receive it in the course of their duties.

Data are held electronically, with access only granted to those members of staff who would need to contact you to support the work of the Foundation Fellows and the Council and Foundation Standing Group, or to invite you to University events.

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

It is not anticipated that any of the personal data we process about you would be transferred outside of the European Economic Area (EEA). If circumstances required it, it would only be transferred where we have your explicit consent.

## **8. How long will your information be held?**

Your information will be held until the end of your membership of the Foundation Fellows.

Data required for the DBS check will be retained only for the period of time required by the process.

## **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](http://www.ico.org.uk)