

## Privacy Notice For Members of the Board of Management

Ayrshire 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 (information) 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?

Ayrshire College is the 'Data Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus  
Dam Park, Ayr  
KA8 0EU

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

**This privacy notice relates to the following process: Processing of personal data of members of the Board of Management**

Ayr Campus  
Dam Park  
Ayr, KA8 0EU  
T 01292 265184  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

Kilmarnock Campus  
Hill Street  
Kilmarnock, KA1 3HY  
T 01563 523501  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

Kilwinning Campus  
Lauchlan Way  
Kilwinning, KA13 6DE  
T 01294 559000  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

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

We collect and use your information for the following purposes:

- Regular communication with you as a Board member;
- Highlighting Board activities;
- Maintaining the Register of Interests;
- Monitoring equality and diversity in Board membership;
- Processing expenses and mileage Claims
- Maintaining a Record of Board member development activities.
- Processing Applications and Interviews – this is managed by HR under the Recruitment & Selection process and a separate privacy notice is provided for this purpose.

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

- Use is necessary for us to comply with a legal obligation.
- Use is necessary for the 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.

## What information do we collect about you?

- Personal contact details (including name, address, email, telephone number)
- Date of birth
- Job title / occupation
- Working location
- Nationality
- List of Directorships
- Board appointment start and finish dates
- Photograph of you

We also ask for some 'special category data' (e.g. ethnicity, sexual orientation, race) to carry out statistical analysis to ensure we're advancing equality of opportunity and treatment for all staff groups. This enables the College to meet its duties under the Equality Act 2010.

## How do we collect it?

Your personal information is collected when you apply to be a Board member and when carrying out your role of Board member.

You are contractually bound to provide your information for the purpose of applying to serve as a member of the Board of Management.

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

That you could not become a Board member. For special category personal data there would be no consequences as this is an optional process.

## Who do we share your information with?

Your personal information will be shared with the following organisations or college departments:

- Human Resources Department
- Marketing & Public Relations Department
- Executive Leadership Team
- Scottish Government
- Companies House
- External Auditors
- The College uses Admincontrol as the portal on which we provide induction documentation and the Papers for all meeting of the Board and its Committees. As part of the service they provide, Admincontrol require access to e-mail data.
- Training related data will be shared with College Development Network
- Gender data will be shared with Colleges Scotland
- Your photo, bio information and register of interests will be published on the College website, and therefore in the public domain.

The College will not share your personal information with any third parties or use the information provided for any purpose other than outlined above.

## Details of data transfers to any third countries or international organisations

None

## 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.

### Retention periods:

- We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it (as listed above), including to satisfy any legal, accounting or reporting requirements. Your personal information will be kept for six years from the end of your appointment and then will be destroyed confidentially. However:
  - We will delete out-of-date contact details whenever you provide us with updated details.
  - We will retain photographs of you during your engagement and delete these when your engagement terminates.
- Records documenting the conduct of the business of the Board: agenda, minutes and supporting papers will be kept indefinitely.
- A statutory register of the company directors and company directors' residential addresses will be retained for the lifetime of the institution and submitted to Companies House.

## Automated decision making processes, including profiling.

We do not use any automated decision making about you.

## Your rights

Under Data Protection Legislation 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

Ayr Campus  
Dam Park  
Ayr, KA8 0EU  
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Kilwinning, KA13 6DE  
T 01294 559000  
E enquiries@ayrshire.ac.uk

## 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:

Data Protection Officer, email: [dataprotection@ayrshire.ac.uk](mailto:dataprotection@ayrshire.ac.uk)  
Telephone: 0300 303 0303 or write to:

Data Protection Officer  
Ayrshire College, Kilmarnock Campus  
Hill Street  
Kilmarnock  
KA1 3HY

## 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:

email: [casework@ico.org.uk](mailto:casework@ico.org.uk); Telephone: 0303 123 1113 or write to:

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