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 about how we collect and use your personal data.

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 it. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the '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

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

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

We collect and use your information for the following purposes:

- Processing applications and interviews – this is managed by HR under the Recruitment & Selection process, and a separate privacy notice is provided for this purpose
- Ensuring that members are not disqualified under the Charities and Trustee Investment (Scotland) Act 2005 and Further Education Acts
- To meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007
- Regular communication with you as a Board member
- For inclusion in minutes of Board or Committee meetings
- Highlighting Board activities
- Maintaining the Register of Interests
- Maintaining the online record of our Trustees on the OSCR online site
- Monitoring and promoting equality and diversity in Board membership
- To make necessary reasonable adjustments under the Equality Act 2010, to ensure you are able to attend Board meetings
- For inclusion in annual reports and financial statements

- Providing reports and returns required by funders, government departments and regulators
- To publish membership, including photos and bio information, on the college website
- For inclusion in the colleges Publication Scheme which is a requirement of the Freedom of Information (Scotland) Act 2000
- To confirm accommodation, dietary and access requirements for events
- To book training with external organisations
- Processing expenses and mileage claims
- Maintaining a record of Board member development activities

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

- Legal Obligation, Public Task, and Contract

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

- Employment law and Substantial Public Interest

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
- Bio information including photograph

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 Board members. 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 as a Board member. It is checked annually via the annual declarations documentation to maintain accurate records including a Microsoft Forms link to update the Trustees register on OSCR Online.

You are contractually bound to provide your information for the purpose of

applying to serve as a member of the Board of Management.

Who do we share your information with?

Your personal information will be shared with the following external organisations:

- Scottish Government
- Companies House
- External Auditors
- The College uses Microsoft Teams on which we provide induction documentation and Papers for all Board and Committee Meetings
- Training related data will be shared with College Development Network
- Gender data will be shared with Colleges Scotland
- Your personal details are uploaded to OSCR Online to maintain the Trustees register
- Your photograph, bio information and register of interests will be published on the College's website, and therefore in the global public domain
- It is a legal requirement for Board members to have their names published or made available on request by the public

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

- 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 withupdated 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 permanently.

- 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 individual decision-making processes, including profiling.
We do not use any automated individual decision-making about you.

Your rights

Under Data Protection law 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.

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 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 ICO about our handling of your personal data:

email: Make a complaint | ICO

Telephone: 0303 123 1113 or write to:

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