

## **Board of Governors: Privacy Notice (GDPR)**

### **Introduction**

The Board of Governors is established under the Instrument and Articles of Government conferred by the Privy Council in 2007. It is the senior university authority and, since the University is an exempt charity, the Governors also act as Trustees. The University is regulated by the Office for Students (OfS) which also acts as Principal Regulator for those Universities which are exempt charities, promoting compliance by charity trustees with their legal obligations in exercising control and management of the administration of the charity.

Of necessity, the University is required to collect certain personal information on individual governors to ensure that each governor is a fit and proper person to be appointed in this capacity, to assist with communication in relation to the operation of the Board and to meet a number of reporting requirements laid down by the Office for Students.

Commencing in 2018 the University has been asked to provide equality data relating to the Governing Body. The OfS notes that the Higher Education Code of Governance published by the Council of University Chairs states that 'governing bodies are expected to routinely consider their composition and take steps to ensure they reflect societal norms and values'. This underlying principle is magnified under the new regulatory framework that seeks to promote student choice and encourage providers to reflect the diversity of the student population. Indeed, in a paper that the OfS presented to Parliament in February 2018, "Securing Student Success: Regulatory Framework for higher education in England" it describes how the Office for Students will promote student choice through diversity of providers; take equality of opportunity into account across all of its activities and decisions; and promote equality and diversity across all aspects of its work. As a result, the OfS has asked all registered higher educational institutions to routinely collect robust, accurate and secure equality monitoring information about members of governing bodies. The data will enable institutions to benchmark the diversity of their boards and monitor progress over time.

This privacy notice sets out how the University collects and uses information received about you. Please read this carefully to understand how we will use your personal information. We will process your data in accordance with the General Data Protection Legislation and Data Protection Act (2018) as applied, enacted and amended in UK law. The data controller is the University.

### **Your personal information**

As part of the appointment process, the University collects and stores the following data on individuals:

*Note: Where marked with an asterisk, this data is also returned to OfS*

- \*Name
- Home and correspondence address
- Emergency contact: name and contact number
- \*Telephone number(s)
- \*Preferred e-mail address
- Application letter and CV
- References and referee contact details
- \*Date of appointment
- \*Expected end date
- \*Actual end date
- \*Fit and proper person declaration (The University confirms this to OfS but does not return any details unless requested to do so)
- \*Date of birth
- \*Sex identifier (Includes Information Refused Option)
- \*Disability (Includes Information Refused Option)
- \*Nationality (Includes Information Not Known)
- \*Ethnicity (Includes Information Refused Option)
- \*Highest qualification held (Includes Information Not Known)
- Self-assessed skills audit details
- Attendance records
- Term renewal forms
- \*Staff identifier
- \*Governor Flag
- Register of Interests including details of any other charity trustee positions held (This information is published on the website as required under charity law)

Submission of the following data is optional and not currently returned by the University but may be required to collect it in the future:

- Gender reassignment
- Religion of belief
- Sexual orientation

The University may also retain copies of correspondence from members as they relate to the business of the Board of Governors.

### **How is your information used?**

The applicant letter and CV are used for shortlisting and assessment scoring.

The Fit and Proper person declaration is used to confirm your eligibility for appointment and is an OfS requirement.

Once appointed, contact details are used to keep you informed of relevant activities, correspond with you on specific items of business, check your availability and to circulate papers for meetings.

Attendance records are used to confirm your continuing eligibility as a member and as part of the annual assessment of overall committee effectiveness.

As an exempt charity, the University is obliged to publish the names of all members of the Board of Governors on its website along with an associated Register of Interests.

Diversity information is used for monitoring purposes only and is anonymised.

The OfS has a statutory duty to collect and store data for monitoring purposes.

### **Sharing your information**

With the exception of the OfS, the University will not share your personal data with any third party unless required to by law.

### **Keeping your information secure**

The University has robust Information Security policies in place to protect your information. All staff in the University have a responsibility to make sure your data is handled securely.

<https://www.edgehill.ac.uk/documents/information-security-policy/>  
<https://www.edgehill.ac.uk/documents/data-protection-policy/>

### **Data retention**

Applicant data may be retained for 6 months in the case of unsuccessful applicants.

Personal data relating to appointed governors will be kept for two years after the appointment has ceased.

### **Your rights and choices**

In respect of your personal data held by us, you have the following rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it
- restrict its processing
- object to its processing

Many of the rights listed above are limited to certain defined circumstances and we may not be able to comply with your request. We will tell you if this is the case. To find out more or to exercise any of these rights, please contact the Clerk.

### **Concerns and Contact details**

If you have any concerns or complaints about this Notice or about the way your personal data is being used please contact the data protection officer at:

Email: [dataprotection@edgehill.ac.uk](mailto:dataprotection@edgehill.ac.uk), or

Data Protection Officer  
Edge Hill University  
St Helens Road  
Ormskirk  
Lancashire  
L39 4QP

Edge Hill University is the Data Controller for the personal data that it holds about you.