

Privacy Notice

How we use governors' information

Joseph Chamberlain is a sixth form college located in Birmingham offering further and higher education to 16-19 and adult learners. Our Privacy Notice explains your privacy rights and how we gather, use, store and share your information. If you want to get in touch, please refer to the contact details for the College Data Protection Officer listed at the end of this document.



The categories of information we collect

Joseph Chamberlain Sixth Form College collects the following categories of information:

- personal information such as your name, current home address, email address, telephone number/s and images of you (photos or videos);
- characteristics information such as gender, age and ethnic group; and
- previous qualifications and your employment history, if applicable.



How we collect governors' information

Joseph Chamberlain Sixth Form College collects information from your initial application form to be a governor. We will also collect information from third parties selected to act as a referee such as current or previous employers, where applicable. Periodically you are asked to reaffirm or provide further information, such as the annual update of the Register of Interests. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide information..



The lawful basis on which we process this information

Joseph Chamberlain Sixth Form College processes this information under GDPR (General Data Protection Regulation) Article 6C (Legal Obligation) and 6E (Public Task) in order to comply with the requirements of the ESFA (Education and Skills Funding Agency). We will process special category information under Article 6 to comply with the GDPR.

The College also conducts checks with the Charity Commission and those related to any criminal convictions under General Data Protection Regulation (GDPR) Article 6D (Vital Interest) and to support people with a criminal conviction under GDPR Article 6E (Public Task). Failure to disclose the data needed to meet legal obligations may affect your status as a governor at Joseph Chamberlain Sixth Form College.

We 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 our, or a third party's, legitimate interests (e.g. compliance with the terms of the 1996 Education Act).



We process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, e.g. safeguarding; or
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We also process your personal data where:

- it is necessary for medical purposes, e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional;
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.



How we use governors' information

Joseph Chamberlain Sixth Form College uses governors' information to:

- comply with the law and ensure we manage our sites in a safe, compliant manner;
- enable the development of a comprehensive picture of the governing body; and
- inform the development of recruitment and retention of governors.

Where we process data relating to gender, age, ethnicity, disability and health, we do this for equal opportunities monitoring and to maintain and improve our provision.



Keeping governors' information

Joseph Chamberlain Sixth Form College will store data in a range of different places such as management information systems, paper in secure locations or electronic documents within a secure network. We hold data for the period in which you hold office as a member of the Corporation or for as long as is legally required, whichever is the later.

Images of you may continue to appear in printed and/or electronic media for up to 12 months after your appointment has terminated or you have withdrawn your consent. This is due to updates of such publications and platforms being updated on an annual basis.





Sharing governors' information

Joseph Chamberlain Sixth Form College may share your information internally or with third parties where there is a legal obligation and requirement; for example, we will share your information with the ESFA, College Auditors and Local Safeguarding Board. Other third parties, working with the College, may have limited access to your personal data with your consent; for example, an external trainer or consultant. Images of you (photos/videos) may be used to promote the role and identity of governors inside the College and externally in publicity material such as adverts, information leaflets, newsletters, press releases or on the internet (websites), to raise awareness of the services provided by the College. These images will be stored in a database and may be used for publication (as described) and viewed by the public. Such use will require your consent.



Why we share governors' information

Joseph Chamberlain Sixth Form College may share personal information with third parties for the purposes of education, training, employment and staff wellbeing; this includes for research/analysis, to produce statistics and/or provide information, advice and guidance. This takes place where the law allows in compliance with data protection legislation. Such organisations include the Sixth Form Colleges' Association (SFCA) as well as Association of Colleges (AoC). Where we engage non-statutory third parties to process personal data on our behalf, we require them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.



Protecting your data

Joseph Chamberlain Sixth Form College has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. The College takes the protection of your data extremely seriously.





Your rights and consent

As a data subject you have a number of rights that include:

- accessing and obtaining a copy of your data on request;
- requiring the College changes incorrect or incomplete data;
- requiring the College to delete or stop processing your data (for example, where the data is no longer necessary for the stated purposes of processing); and
- objecting to processing of data where the College is relying on its legitimate interests as the legal ground for processing (we will only use 'legitimate interests' as grounds for processing in a very few number of situations).

Joseph Chamberlain Sixth Form College will not always need consent to use your personal information such as when required to meet regulatory requirements.



Contact details

If you have a concern about how Joseph Chamberlain Sixth Form College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <http://www.ico.org.uk/concerns>

Write to us: Data Protection Officer
Joseph Chamberlain Sixth Form College
1 Belgrave Road, Highgate
Birmingham B12 9FF

Call us: 0121 446 2268

Email us: dataprotection@jcc.ac.uk

An electronic copy of this document is available at:

<https://www.jcc.ac.uk/about-jcc/general-data-protection-regulations/>

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