

GOVERNORS

The information that you give us

- Personal contact details – As part of the College's Governing Body, the College will collect personal information from you. This will include: name, address, employer's name, job title, telephone number, email address, gender, disability details and ethnicity, previous qualifications and past employment history if applicable.
- Register of Interests – As part of the Register of Interests, we will collect information on your current employment; appointments (voluntary or otherwise); membership of professional bodies, groups or organisations; companies in which you hold more than 1% of the share capital; gifts in accordance with our Anti-Bribery policy; any other interests not covered by the above.
- DBS checks – Your relevant identity documents will be collected for the Government's Disclosure and Barring Service (DBS) checks.
- Images – Images of you (photos or videos) may be used in publicity material, such as adverts, information leaflets, newsletters, press releases or on the college website, to raise awareness of the services provided by the College. We will ask for your consent before using images in this way.

The uses made of your personal information

- Arranging meetings and other relevant events.
- Identifying possible conflicts of interest, i.e. situations where your interests may (or may appear to) influence your decision making.
- To check whether you have any previous convictions which would make you unsuitable for working with children and young people.
- Raising awareness of the College's governance arrangements.
- To provide equality and diversity data to the DfE to enable them to monitor sector governance and compliance with equality duties.

The legal basis on which we collect and use your personal 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 long we keep your personal information

Periods of time as set out in the Retention Schedule for governance data which specifies the maximum period data should be kept for business purposes and is available from the Clerk on request.

How we share your personal information

- Except as set out below, your contact information will be held securely and not shared with anyone else or made public. However, other **Governors** will have access to your email address and telephone number.
- **Governors** email addresses will be made available to the relevant contacts at the **Education and Skills Funding Agency** on request where they need direct contact with the Governors.
- **The Chair's personal email** address will be made available to the relevant contacts at the **Education and Skills Funding Agency** on request where they need direct contact with the Chair.
- Your email address will be made available to **selected College staff** in order to facilitate College Governance business.
- A summary of information in the **Register of Interests** will be made available on the College website
- Information for DBS checks will be shared with the **Government's DBS service** so that they can check whether you have any previous convictions which would make you unsuitable for working with children and young people.
- Where consent is given, photographic images will be stored in a database and may be used for publication (as described above) and may be viewed by the public.

Your rights over your personal information

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly used, machine readable format.

Changes to our Privacy Notice

We keep our privacy notice under regular review. If any changes are made to our privacy notice in the future, we will contact you.

How to contact us

If you want to make a complaint about the way we have processed your personal information, please contact:

Write to us:

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

Call us: 0121 446 2200

Email us: dataprotection@jcc.ac.uk

If you have a data protection concern that cannot or has not been resolved by the College, you have the right to raise it with the data protection regulator, the Information Commissioner's Office (ICO)

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
<https://ico.org.uk/>

Joseph Chamberlain College Privacy Notice (updated August 2022)