

Privacy notice

Members of the Board of Governors, its Committees and University subsidiary companies

1. PURPOSE AND CONTEXT

The UK Data Protection Act 2018 (“DPA”) implemented the General Data Protection Regulation (GDPR) which came into force on 25th May 2018. As and when the UK leaves the European Union the DPA will replace the GDPR. Both the DPA and the GDPR governs the way organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of the GDPR and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and,
- how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be placed on the internet and intranet under information governance. You also may be notified by email or post.

2. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

Glyndwr University is registered with the Information Commissioner’s Office as a Data Controller and is committed to protecting the rights of individuals in line with DPA and the GDPR}. A copy of this registration can be found [here](#).

Glyndwr University has a Data Protection Officer who can be contacted through dpo@glyndwr.ac.uk.

3. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

** Denotes information which may contain data classified as sensitive personal data/special categories of personal data under the GDPR and as such are subject to a greater level of control and protection. V Denotes information which you provide on a voluntary basis or where you are given the option of ‘prefer not to say’ or ‘information refused.’*

Denotes information which will be published/available to the public.

3.1 On becoming a member of the Board of Governors or a University subsidiary company, the University will collect the following types of personal data about you:

- your name# and contact information (such as an address, e-mail address and telephone number);
- the information required by the Charity Commission to register you as a trustee (registered charity number 1142048). This includes your date of birth, any additional names by which you have been known, nationality and your home address);
- the information required by Companies House to register you as a Director of a University subsidiary company. This includes details of your date of birth, any additional names by which you have been known, nationality, job title, a service address (which can be the company's registered address) and your home address;
- Your CV (including your educational background, qualifications, employment history, public/voluntary appointments, additional statement in support of your application);
- biographical details# and a photograph#.
- equality and diversity data for the Nominations and Governance Committee to monitor the diversity of the Board. Note that such data is only published in an anonymised form such as in the Annual Equality and Diversity report.

On a periodic basis, we will ask you to complete:

- a 'Declaration of Interests' form requesting information about your other interests which are relevant and material to the University (annually). This information will be summarised into a register of interests#.
- a questionnaire outlining your skills and experience mapped against the breadth of expertise required by the Board from its membership;
- an equality monitoring form, asking for details related to the protected characteristics as covered by the public sector equality duty, and any other information required by the Higher Education Statistics Agency (HESA) (annually). This includes:
 - age
 - date of birth ○ gender
 - gender reassignment* V
 - ethnicity*V ○ disability* V ○ religious belief*V
 - being married or in a civil partnership
 - being pregnant or on maternity leave
 - sexual orientation* V
 - your highest qualification.

3.2 If you are a staff governor, in addition to the information in 3.1, we will also collect through the election process:

- your Faculty/Professional Service department;
- statement to the electorate circulated to all university staff;
- ballot details and results.

3.3 If you are a member of a Committee of the Board of Governors or a director of a University subsidiary company (but not a member of the Board of Governors), we will collect the following types of personal data about you:

- your name# and contact information (such as an address, e-mail address and telephone number);
- Your CV (including your educational background, qualifications, employment history, public/voluntary appointments, additional statement in support of your application);
- biographical detail # and a photograph#; and ask you to periodically complete:

- a 'Declaration of Interests' form requesting information about your other interests which are relevant and material to the University (annually). This information will be summarised into a register of interests' #.

3.4 In addition to the above the following additional data is collected during your term of appointment:

- Bank account details
- Car registration number
- Name of partner/spouse
- Dietary requirements
- Additional contact details
- Correspondence
- Attendance at meetings
- Reasonable adjustment requirements*

4. WHY DO WE PROCESS YOUR PERSONAL DATA?

It is necessary for the University to process your personal data in order in order to comply with legal and regulatory obligations.

4.1 For all members of the Board of Governors:

- registration with the Charity Commission. Certain details will be publically available to those looking for Trustee information, and to ensure that governors have not been disqualified as a charity trustee in accordance with the Charities Act 2006 (as amended);
- the Higher Education Funding Council for Wales and other government bodies and departments responsible for public funding, statistical analysis, monitoring and auditing, contracts and funding bids;
- submission of data to the Higher Education Statistics Agency on an annual basis to allow for monitoring of equalities characteristics;
- compliance with the University's banks as part of their 'Know Your Customer' requirements;
- relevant university staff to enable you to access the University's password protected areas of its website, and to use a university e-mail address if you so wish;
- registration with Companies House for governors who are also directors of the University's subsidiary companies;
- contact details circulated amongst members of the Board and the University Executive Team only;

4.2 For all members of the Board, its Committees and University subsidiary companies:

- recruitment and selection of new members by the Nominations and Governance Committee
- circulation of documentation for meetings of the Board, its committees and University subsidiary companies;
- inclusion in minutes of the Board, its committees and university subsidiary companies
- regular contact via e-mail related to university and/or university subsidiary company business;
- invitations to university events;
- monitoring and promoting equality and diversity in accordance with the Equality Act 2010;
- providing details of your membership of the Board, its committees and University subsidiary companies through the University's website including in the University's publication scheme which is a requirement of the Freedom of Information Act 2000;
- for any reporting requirements, including in the register of interests, the annual report and financial statements, and university publications;
- the university's insurers;

- the university's internal and external auditors, the university's solicitor and legal representatives;
- hotels and external venues for the purposes of accommodation and event bookings, dietary and access requirements.

5. WHAT IS THE LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA?

The University needs to process your personal data to comply with its legal and regulatory obligations.

In this instance we may use your personal data:

- to undertake the work of the Board (a statutory body), its committees and University subsidiary companies;
- for recruitment and selection of new members by the Nominations and Governance Committee of the Board or the University subsidiary company Board;
- to monitor and evaluate the performance and effectiveness of the Board and the University;
- to maintain a Register of Interests containing declarations from each member of the Board, its committees and University subsidiary company Boards;
- to promote equality and diversity on the Board, University subsidiary company Boards and throughout the University;
- for inclusion in the University's Publication Scheme which is a requirement of the Freedom of Information Act 2000 to ensure that governors and directors have not been disqualified as a charity trustee in accordance with the Charities Act 2006 (as amended);
- to meet the requirements of company law for directors of ~~one~~ of the University's subsidiary companies.

It is also necessary for the University to process your personal data in order to protect your vital interests or those of another individual.

- To protect the vital interests of governors and University subsidiary company directors and others i.e. in emergencies/life or death situations/where we believe that a governor/director ~~member~~ or another individual is at significant risk of harm.

There are also legitimate business purposes for which the University processes your data.

- to make funding bids to UK funding bodies;
- fulfil the requirements of the University's banking arrangements;
- for the administration of expense claims.

The University will seek your consent for the following purposes:

- to book training with external organisations;
- to share contact details with other members of the Board
- to circulate a statement and for the production of election documentation (for staff members seeking election to the Board)
- confirm accommodation, dietary and access requirements for events.
- to add you to relevant mailing lists for University publications.
- to issue parking permits or passes for University car parks

Where we process **sensitive personal data/special categories of personal data**, we will rely on the conditions in Article 9 of the GDPR: explicit consent, vital interests, substantial public interest, occupational medicine, archiving/research.

6. WHO DO WE SHARE YOUR DATA WITH?

You should be aware that in order to provide our services we may need to share your personal or sensitive personal data within the organisation or outside Glyndŵr University. The privacy of your personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. **The University NEVER sells personal data to third parties.**

Others who we may share your data with:

- **University staff.** Where the information is needed for administrative purposes. In the case of candidates for staff governor posts, the statement to the electorate will be shared with all University staff.
- **Contractors and suppliers.** Where the University uses external services or has outsourced work which involves the use of governors' or directors' personal data on our behalf. The University will ensure that appropriate contracts, terms and conditions and/or data sharing agreements are in place and that the contractors and suppliers process personal data in accordance with the GDPR and other applicable legislation.
- **Government bodies and departments in the UK and European Economic Areas (EEA).** For the purposes of public funding, funding bids, statistical analysis, monitoring and auditing, sponsorship and regulatory matters.
- **Hotels and external venues.** For the purposes of event bookings, accommodation, dietary and access requirements.
- **The University's banks.**
- **The Charity Commission.**
- **Companies House.** ~~This would be for governors who are also~~ For directors of ~~one of the~~ University's subsidiary companies.
- **The University's insurers, legal advisers and auditors.**
- Those asking for information about **declarations of interests** from governors and directors which must be made available on request.

Data from members of the Board, its Committees are held by the Clerk to the Board of Governors, and for subsidiary companies by the company secretary for each company, with access granted to those members of staff who need to contact you to enable the work of the Board, its Committees and subsidiary companies to be undertaken or to invite you to University events. If you have any questions about the information held about you please contact the Clerk to the Board v.butterworth@glyndwr.ac.uk.

7. TRANSFERS TO THIRD COUNTRIES/INTERNATIONAL ORGANISATIONS

If we need to transfer your personal information to another organisation for processing in countries that aren't listed as 'adequate' by the European Commission, we only do so where:

- the transfer is subject to 'appropriate safeguards' for international transfers;
- where we have your explicit consent; or
- where there is contractual obligation.

8. HOW IS YOUR DATA KEPT SECURE?

Personal information is retained on secure electronic systems where password access is strictly controlled, so that managers and staff can only see the information that is appropriate and necessary for fulfilment of their job role. Where sensitive data is retained in hard copy they are in lockable filing cabinets within locked and access-restricted rooms.

The University takes a robust approach to protecting the information it holds. This includes USB sticks being encrypted when using University IT computers/laptops and use of technical measures including firewalls, intrusion detection and prevention tools on the University network.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that users and administrators of university information are aware of their obligations and responsibilities for the data they have access to. Training is provided to new staff joining the University and existing staff have training and expert advice available if needed.

9. HOW LONG WILL YOUR DATA BE RETAINED?

The retention period for records relating to members of the Board of Governors and its Committees, including application and appointment/election results and declaration of interest details is 7 years after your term of office, with some exceptions:

- Equality monitoring data is updated annually and completed forms are destroyed once the updated form is received. Anonymised statistics are retained permanently in our archives.
- Information relating to events bookings will be retained for the period of office of each member.
- Records of expenses claims and payments and banking details are retained by the Finance department for 7 years for tax and audit purposes and are then held in the archive indefinitely.
- For directors of university subsidiary companies, related records are retained for 10 years after the wind-up/disposal of the company.
- The following records are retained permanently in our archives:
 - minutes of Board and committee meetings
 - annual reports and financial statements
 - photographs
- Statements to the Clerk of the Board made by successful candidates for staff governor posts are kept for their period of office. In the case of unsuccessful candidates, the retention period is 6 months after the completion of the election.

10. WHAT ARE YOUR RIGHTS?

Under Data Protection Legislation you have the following rights:

- to be **informed** about the use of your data;
- to request **access** to, and copies of, the personal data that we hold about you;
- to request that we **cease** processing your personal data;
- to request that we do not send you any marketing communications;
- to request that we **rectify** the personal data that we hold about you if it is incorrect;
- to request that we **erase** your personal data;
- to request that we **restrict** our data processing activities (and, where our processing is based on your consent, you may withdraw your consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, for you to store or reuse for your own purposes or transmit it to another data controller (**data portability**);
- to **object**, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms;
- not to be subject to **automated decision-making and profiling** unless we have a lawful basis to carry this out, we tell you about the profiling and automated decision-making we carry out, and how you can object. We do not use automated decision-making and profiling in relation to members of the Board of Governors.

Please note that the above rights are not absolute and we may be entitled to refuse requests where exceptions apply.

Any requests of objections should be made in writing to the University's **Data Protection Officer**:

Plas Coch
Glyndŵr University
Mold Road
Wrexham
LL11 2AW

Email: dpo@glyndwr.ac.uk

11. HOW TO MAKE A COMPLAINT

If you have any queries, concerns or wish to raise a complaint regarding the way in which your personal data has been processed, you should contact the Data Protection Officer in the first instance, using the contact details above.

If you remain dissatisfied, then you have the right to refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
Telephone 0303 123 1113 www.ico.org.uk