PRIVACY NOTICE: APPLICANT/PROSPECTIVE GOVERNORS

This privacy notice explains how Craven College collects, uses, stores and shares personal data relating to individuals who apply to become Governors of the College.

Craven College is the Data Controller for the personal information collected through the Governor recruitment and appointment process. The College processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

What information does the College collect?

The College collects a range of information about you. This may include:

- Contact details, including your name, address, email address and telephone number.
- Information contained within your application, CV and supporting documents, including qualifications, skills, employment history and experience.
- Equality monitoring information, including age, disability, race or ethnicity, religion or belief, sex, sexual orientation and gender reassignment.
- Information required to confirm eligibility to serve as a Governor.
- Criminal conviction information where required by safeguarding or regulatory requirements.
- References provided by referees named by you.

The College may collect this information in a variety of ways. For example, data might be received via application forms, CVs, obtained from your passport or other identity documents, or collected through our selection process.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The College may apply for references for applicants invited to attend a selection process; however, we will only contact referees whom you have identified on your application form.

Data will be stored in a range of different places by the Director of Governance, and on other IT systems (including email).

Why does the College process personal data?

The College needs to obtain and process data prior to potentially appointing you as a Governor.
The College then needs to process your data to enter into a working relationship with you.
The College processes applicant data under the following UK GDPR lawful bases

Purpose	**Lawful basis**
Assessing governor applications and managing recruitment	Legitimate interests (Article 6(1)(f))
Verifying eligibility and meeting governance requirements	Legal obligation (Article 6(1)(c))
Monitoring equality and diversity	Article 9(2)(g) UK GDPR
Making reasonable adjustments for disabled applicants	Article 9(2)(b) UK GDPR and Equality Act 2010
DBS and safeguarding checks where required	Article 10 UK GDPR and Schedule 1 Data Protection Act 2018

The College does not routinely transfer personal data outside the United Kingdom. Where such transfers are necessary, appropriate safeguards will be implemented in accordance with UK GDPR.

For how long does the College keep data?

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of data.

- Unsuccessful applications are normally retained for six months before being securely deleted.

- If appointed, information collected during recruitment will form part of your governor record and will be retained for the duration of your term of office and for six years afterwards.
- Retention periods are reviewed in accordance with the College's Records Retention Schedule.

Who has access to data?
Your information may be shared internally for the purposes of the recruitment and selection exercise. At shortlisting stage, those involved in the short-listing process will only have access to your application form and not your personal data including your name, sex and other personal (and protected) characteristics. If you are short-listed and invited to attend a selection event, those involved in the selection process will be provided with your name and a copy of your application form (excluding your personal data). As a general summary, only the Director of Governance will have access to all your personal data; others who may have access to some of your personal data, because of their involvement in the selection process, include members of the Board and the Principal and Reception staff.

The College will not share your data with third parties, other than former employers or other named individuals for the purpose of obtaining references to inform selection decisions. In the event that your governor application is successful, the College will then share your data with relevant third parties including he Department for Education (DfE) and the Disclosure and Barring Service (DBS) to obtain necessary criminal records checks.

How does the College protect data?
The College takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by relevant employees in the proper performance of their duties.
As an applicant your personal data is retained by the Director of Governance. The College ensures that the Director of Governance – the data handler - is appropriately informed and trained in handling sensitive personal information.

Your rights
Under UK GDPR you have the right to:

- Access your personal information.
- Request correction of inaccurate information.
- Request erasure of information in certain circumstances.
- Request restriction of processing.
- Object to processing based on legitimate interests.
- Complain to the Information Commissioner's Office (ICO).

What if you do not provide personal data?
You are under no statutory or contractual obligation to provide data to the organisation during our recruitment and selection processes. However, if you do not provide the information that is requested, the College may not be able to process your application properly or at all, which is likely to limit your chances of success in applying to be a Governor at the College.

Automated decision-making
Recruitment and selection processes are not based on automated decision-making.

Further information
If you have any questions regarding this Privacy Notice, or would like to exercise any of your specified rights, please contact: Julie Ferguson jferguson@craven-college.ac.uk

Director of Governance: Susan Francis
Email address: sfrancis@craven-college.ac.uk

Information Commissioner's Office (ICO)
www.ico.org.uk
Telephone: 0303 123 1113

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.