

NORTH EAST
SCOTLAND
COLLEGE



REGIONAL BOARD

PRIVACY NOTICE



North East Scotland College (NESCol) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document - our Members of the Regional Board privacy notice - will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

WHO ARE WE?

North East Scotland College (NESCol) is responsible for looking after the personal data you give us when joining Library+. We are known as the 'data controller'. Our address is:

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Our Data Protection Officer (DPO) is Marcelyn Akun and you can contact her by email at:
dataprotection@nescol.ac.uk

WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?

We will collect and use your personal information to:

- process applications and interviews
- communicate with you
- process expenses and mileage claims
- highlight Board activities (on the College website, in press releases and social media)
- maintain a register of interests
- monitor equality and diversity in Board membership
- respond to information requests, with anonymised data, from external organisations.

OUR LAWFUL BASIS FOR THE PROCESSING

The lawful basis for processing of personal data is Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. This is enabled by:

Further and Higher Education (Scotland) Act 1992 s.12

Further and Higher Education (Scotland) Act 2005 Schedule 2B

The lawful basis for processing special category data is Article 9(2)(g) - processing is necessary for reasons of substantial public interest. Supported by the DPA Schedule 1, part 2 - substantial public interest conditions: (8) Equality of opportunity or treatment and (9) Racial and ethnic diversity at senior levels of organisations.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We will process your:

- Personal contact details (including name, address, email, telephone number)
- Date of birth
- Job title / occupation
- Working location
- Qualifications and career history

- Nationality
- Register of Interests – Remuneration; Related Undertakings; Contracts; Houses, Land and Buildings; Shares and Securities; Gifts and Hospitality; and Non-financial.
- Board appointment start and finish dates (term of office)
- Photograph of you

We also ask for some 'special category data' (e.g. ethnicity, sexual orientation, race) to carry out statistical analysis to ensure we're advancing equality of opportunity and treatment for all governance, staff and student groups. This enables the College to meet its duties under the Equality Act 2010 and the Gender Representation on Public Boards (Scotland) Act 2018.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We collect this personal information from you when you apply to be a Board Member and when carrying out your role of Board Member.

WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

Your personal information will be shared with the following organisations or College departments:

- People Services Department
- Marketing & Communications Department
- Executive Team
- Scottish Government
- Companies House
- External and Internal Auditors
- College Development Network (CDN)
- Colleges Scotland
- Your photo, bio information and register of interests will be published on the College website, and is therefore shared into the public domain. This information is also available to all staff on the College intranet
- The College uses Microsoft Office 365 to store Board Member information and to communicate with Members.

HOW LONG DO WE KEEP YOUR DATA?

NESCol will retain your personal information for as long as necessary to fulfil the purposes for which we collected it (as listed above), including to satisfy any legal, accounting or reporting requirements, with the exception of:

- We will delete out-of-date contact details whenever you provide us with updated details.
- We will retain photographs of you during your engagement and delete these when your engagement terminates.

DO WE USE AUTOMATED DECISION-MAKING PROCESSES, INCLUDING PROFILING?

NESCol does not use any automated decision-making processes in relation to Board Member personal data.

YOUR RIGHTS

You have legal rights about the way the College manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask the College to change any data held about you that is incorrect or incomplete
- Ask the College to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask the College to erase your data (known as the 'right to be forgotten')
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask the College for a portable electronic copy of your data (data portability).

Not all of these rights are absolute, which means they may only apply in certain circumstances. The College website has more information on your rights (www.nescol.ac.uk/dataprotection) and you can also contact our Data Protection Officer for help.

DPO AND CONTACT DETAILS

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the College's Data Protection Officer in the first instance:

Marcelyn Akun

Data Protection Officer

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Email: dataprotection@nescol.ac.uk

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at www.ico.org.uk



T: 0300 330 5550
E: enquiry@nescol.ac.uk

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www.nescol.ac.uk