

## Privacy Notice

### Appointment process for governors and co-opted members of Governing Body committees at York St John University

All personal information gathered and held by York St John University relating to its appointment process for governors and co-opted members of Governing Body committees is treated with the care and confidentiality required by the EU General Data Protection Regulation (GDPR) and associated UK Data Protection legislation. For these purposes York St John University is the data “Controller”. The University’s Data Protection Officer is the University Secretary, who can be contacted at University Secretary’s Office, York St John University, Lord Mayor’s Walk, York, YO31 7EX, or email [us@yorkjs.ac.uk](mailto:us@yorkjs.ac.uk).

Further information can be found in the [University’s Data Protection Policy](#).

#### Categories of personal data collected:

The categories of personal data we collect and use from individuals submitting expression of interest forms are:

- your name, title, address and contact details, including email address and telephone number
- date of birth
- national insurance number
- whether or not you have a disability for which the University can make reasonable adjustments
- information about your nationality
- information about any relevant criminal convictions (this may include details of spent convictions if you applying to work in certain roles), and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, gender identity, religion or belief and highest qualification held.

#### How we collect and store this information:

The University may collect this information in a variety of ways. For example, data might be contained in the expression of interest forms, CVs or covering letters, or collected through discussion with members of the selection panel.

In some cases, the University may collect personal data about you from third parties, such as references supplied by former employers. The University will seek information from third parties only once an offer has been made and will inform you that it is doing so.

During the appointment process your personal data may be stored in a number of locations. These records, regardless of the media they are held in, are held securely, only accessed by those who require it as part of their role in processing your application and treated at all times with the appropriate levels of confidentiality.

#### Why we process this information and our lawful basis for processing:

The University needs to process personal data in order to assess your suitability for the role and contact you during the recruitment process, as well as for monitoring and reporting purposes.

For these purposes our lawful basis for processing is covered by the exercise of our official authority as a University (GDPR Article 6 Lawfulness of Processing Section 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). Where this involves the processing of special category data, such as health, disability and equality monitoring data our additional lawful basis for processing is also covered by the exercise of our official duty (GDPR Article 9 Processing Special Category Data Section 2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment).

Where the University processes special categories of personal data (such as information about age, gender, ethnic origin, gender identity, sexual orientation, and religion/ belief) for the purposes of equal opportunities monitoring, you are free to decide whether or not to provide such data to the University and there are no consequences of failing to do so.

In some cases, the University needs to process data in order to comply with its legal obligations. In such cases the processing of personal data is necessary for compliance with a legal obligation (GDPR Article 6 Lawfulness of Processing Section 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject).

#### **Who has access to the personal data:**

Personal data may be shared internally where access to the data is necessary for the performance of an individual's role in relation to the appointment process or for the support and management of Governing Body and its committees.

The University will not transfer your data to countries outside the European Economic Area.

Disclosure of personal data to any other third party will only occur with your express permission, unless the University has a statutory/legal obligation to disclose the information or it is necessary to protect your vital interests (e.g. where disclosing the data is required in a medical emergency).

#### **Retention of personal data:**

If your expression of interest to be a governor is unsuccessful, the University will ask for your permission to hold your data for up to three years from the end of the original appointment round, in case vacancies arise with the relevant skills.

If your expression of interest is successful, personal data gathered during the appointment process will be used to facilitate your role as governor. Further details can be found in our privacy notice for governors at York St John University, which will be sent to you on appointment.

The anonymised Equal Opportunities data will be retained for the purpose of statistical, historical analysis in accordance with the University's commitment to keep under review the existence or absence of equality of opportunity of treatment. The University has no way of identifying an individual from this data once anonymised.

#### **The existence of each of the data subject's rights:**

You have access to the data held on the University's systems for the retention period stated above.

Under data protection legislation, you have the right to request access to the information that we hold about you. For details of how to make a request for your personal information, please see our [Subject Access Request Procedure](#).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

**The right to lodge a complaint with a supervisory authority:**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Further information:**

If you have any queries relating to this privacy notice or the way your data is processed please contact the University Secretary via [us@yorks.ac.uk](mailto:us@yorks.ac.uk) .