

Privacy Notice

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 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.

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

Categories of personal data collected:

The categories of personal data from governors and co-opted members of Governing Body committees that we collect and use are as follows:

- name, address and contact details, including email address and telephone number
- date of birth
- whether or not you have a disability for which the University can make reasonable adjustments
- nationality
- information about any relevant criminal convictions (including details of spent convictions)
- equal opportunities monitoring information, including information about ethnic origin, sexual orientation, gender identity, religion or belief
- occupation and other business interests (register of interests declaration)
- highest qualification held
- vehicle license number.

How we collect and store this information:

The University may collect this information in a variety of ways. Depending on how the governor/co-opted member of a Governing Body committee has been appointed (eg. direct nomination, ex-officio appointment, or co-opted member), some of this information may have been collected during the recruitment process.

Governors and co-opted members of committee are also required to complete a number of forms on appointment, including an annual register of interests, annual declaration to abide by the University’s Code of Conduct, and annual declaration and agreement to share details with the Office for Students for the purposes of regulating the University.

Governors are also asked for biographical information which is displayed on the governance page of the University’s website. Group and individual photos are taken and shared on the website. These may also be shared in University documents, for example the University’s annual report/financial statements.

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 supporting and managing Governing Body and its committees, 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 for the support and management of Governing Body and its committees, 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, governors 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 support and management of Governing Body and its committees.

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

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

Retention of personal data:

Personal data is retained in accordance with the governance retention schedule held by the University Secretary's Office which is available on request. Generally personal data will be kept for up to six years following the end of an individuals' appointment.

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

Governors and co-opted members of committees have access to the data held about them on the University's systems for the retention period stated above.

For details of how to make a request for your personal information, please contact the University Secretary, using 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:

Concerns about the way the University is collecting or using your personal data, should be raised with the University Secretary the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information:

Any queries relating to this privacy notice or the way your personal data is processed should be addressed to the University Secretary via us@yorksj.ac.uk .