

# University Governor and Committee Co-optee Privacy Notice

## Table of Contents

A. Introduction.....	1
B. Who is processing personal and sensitive personal data?.....	1
C. What personal data do we process? .....	1
D. The legal basis for processing your personal data / special category data .....	3
E. What we use personal and special category data for .....	4
F. Automated decision making.....	5
G. Who will we share your data with? .....	5
H. Changes to your personal data .....	6
I. Will your personal data be sent or stored abroad? .....	6
J. How long do we keep your personal data? .....	6
K. How to access personal information we hold about you and other rights you have.....	6
L. Contact us.....	7
M. Evaluation and review .....	7

## A. Introduction

The purpose of this notice is to explain to you how the University may use any personal data collected from you or about you. This notice contains examples of many of the common uses of such data. Governors and Co-opted members of Board sub-committees are made aware of the policy when they apply for, or are approached in relation to, appointment. This notice is also available on the University website.

## B. Who is processing personal and sensitive personal data?

Leeds Trinity University determines why and how your personal data is used and, as such, is considered legally to be the data controller of the personal data. This places legal obligations on the University, including that the University must process personal data fairly and lawfully and in a transparent manner.

The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

## C. What personal data do we process?

Leeds Trinity University processes personal data that is necessary for us to fulfil our obligations in respect of your office, including towards you as a volunteer, but also to our regulators and other stakeholders. This includes:

### Governors only:

- Information obtained during and for the purposes of, recruitment, including the pre-appointment background checks we are required to carry out on prospective charity trustees such as an online search for your name, credit checks, personal and employer references, Charity Commission registers, Companies House registers and the Individual Insolvency Register;
- The information required by Companies House and the Charity Commission to register you as a director and charity trustee. This will include a copy of a form of identification such as a passport or driving license, your date of birth, any other names by which you have been known, nationality, job title, your home address, a service address (which may be the University's address) and may include information from the following categories: town of birth, last 3 digits of telephone number,

last 3 digits of National Insurance number, last 3 digits of passport number, mother's maiden name, eye colour, father's first name;

- Biographical details and information about your role(s) with us for our website;
- A questionnaire or survey form completed by you, outlining your skills and experience – to be mapped against the breadth of expertise required by the Board from its membership;

### **Governors and Co-opted Committee Members**

- A copy of your CV and/or details of your employment history, education and qualifications;
- Copies of your communications with us, including emails;
- A copy of your signature if you are claiming expenses or have authority to sign documents;
- Your preferences in terms of how to contact you;
- Any dietary requirements;
- Financial information for the purposes of making payments to you (typically this will be limited to the reimbursement of reasonable expenses);
- Details of any expenses incurred;
- If you drive on University business, including to and/or from meetings, copies of your driving license, motor insurance certificate, and MOT document;
- Photographs, video imaging and voice recording, including CCTV and recordings of remote meetings;
- Records of how you voted on key University decisions, for example in written resolutions;
- Availability and attendance data for meetings, training, networking and development events, corporate functions and events;
- Details of any travel and/or accommodation arrangements during a visit or event;
- Dates of your appointment(s), length of your term of office, any committees or task & finish groups you join, or governance offices you are appointed to, such as chair, vice chair, link governor;
- Records of your completion of any training and development and details of any professional memberships relevant to your role;
- Details about any actual or potential conflicts of interest, including any voluntary/elected positions, significant clients, property interests, shareholdings and/ or any other pecuniary and business interests;
- Details of any gifts or hospitality you receive in your role;
- Records relating to any accident or incident you may be involved in in the course of your duties;
- Records relating to any internal processes and procedures you are involved in in any capacity;
- Information about your use of Information Technology services, including online identifiers;
- Details of your relationship to your next of kin;
- Records of any insurance and legal claims which relate to you;
- Information obtained from any surveys, questionnaires, and/or performance appraisals, including self-assessments.

### **Special category data**

We may also process “special category data” such as information about your racial or ethnic origin, religious beliefs or other beliefs, sexual orientation, whether you are married or in a civil partnership, and any disabilities — in order to:

- Look after your welfare and deal with any accidents or health incidents;
- To make adjustments and accommodations;

- To facilitate monitoring of the diversity of the Board.
- To promote and advance our Catholic mission;
- To complete mandatory returns such as the HESA staff data return.

Information about your physical or mental health may be processed in order to make adjustments for any disabilities, or to meet dietary needs, including where you are attending functions or events organised by external providers.

Less commonly we may also process information concerning any criminal offences or criminal proceedings.

### **Staff Governors**

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

- Your Faculty/Professional Service Department;
- Your statement to the electorate circulated to staff;
- Ballot details and results

## **D. The legal basis for processing your personal data / special category data**

### **(i) Legitimate interests**

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interests. Such legitimate interests can include:

- Booking and keeping a record of attendance at, trainings, conferences and events;
- Succession planning for the Board, committees and specific governance roles;
- Publishing biographical information and photographs on the University website;
- Monitoring and investigating the use of IT services to maintain network and information security;
- Testing our systems to ensure optimum performance;
- Verifying the accuracy of data that we hold;
- Analysis of data to evaluate performance throughout the University;
- Promoting equality, diversity and inclusion throughout the University;
- The prevention and detection of crime and assisting investigations carried out by relevant authorities;
- Dealing with complaints;
- Providing a safe and healthy work and study environment;
- Minimising the risk to the public as well as the delivery and continuation of operations

### **(ii) Legal obligation**

We may also process your personal data in order to comply with our legal obligations. This can include:

- Monitoring the effectiveness of our recruitment and selection processes;
- Undertaking mandatory background checks, in particular to ensure that Governors have not been disqualified from acting as a charity trustee in accordance with the Charities Act 2006 (as amended);
- Maintaining a Register of Interests;

- To populate the University's Publication Scheme which is a requirement of the Freedom of Information Act 2000;
- Meeting the publication and registration requirements of company and charity law;
- Provision of personal and special category data to regulatory bodies where the University is legally required, in order to fulfil statutory obligations;
- Compliance with regulatory obligations such as anti-money laundering and anti-bribery laws and safeguarding requirements;
- Assisting with investigations (including criminal investigations) carried out by the police and other competent authorities;
- Complying with court or other competent authority orders;
- Complying with relevant national Health & Safety legislation.

### **(iii) Vital interests**

The University will only rely on vital interests as a lawful basis for processing your personal data where it is necessary to protect someone's life.

### **(iv) Consent**

The University will use consent as a lawful basis for some processing. Where we do so we always provide you with the choice as to whether or not to opt in to such processing.

- If you are Catholic and you expressly consent to that information being made public, we will share this information in your website profile and potentially in other documents, in furtherance of our Catholic Mission.
- With your express consent, we may also share other special category information in your website profile and potentially more widely.
- In a medical emergency where you are capable of giving consent, we may rely on your consent to share health information with medical personnel.

### **(v) Public Task**

We will process your personal data when we are carrying out a specific task in the public interest which is laid down by law or exercising official authority, specifically when we are exercising our statutory powers to provide higher education. This may include:

- Recruiting to our statutory Board and its committees;
- Collecting and reporting equality information on members of the governing body through the HESA Staff return;
- Administration for our statutory board and its committees, including record-keeping and communication with members;
- Operating the written resolution procedure for board and committee decision-making.

### **(vi) Contract**

We will process Governor and Co-optee expenses claims on the basis of contract.

## **E. What we use personal and special category data for**

Leeds Trinity University processes your personal data and special category data for a number of purposes including:

- Board and committee administration such as recruitment, correspondence, attendance monitoring, recording conflicts of interests, payment of expenses, and training and development;
- The provision of services such as car parking and access to our Information Technology services;
- Promoting health and well-being;
- To meet the legal and statutory obligations of the University;
- Equal opportunities monitoring;
- Evaluating the performance and effectiveness of the University;
- The prevention and detection of crime and assisting investigations carried out by relevant authorities; and
- Dealing with complaints.

## F. Automated decision making

The University does not use your personal data for making any automated decisions about you.

## G. Who will we share your data with?

Your data will be shared internally within the University only with staff and other governors and co-opted committee members who require the use of the data in order to fulfil their roles and/or to provide services to you.

Staff within HR and Finance may have access to your data along with the Clerk to the Governors, the University Secretary, the Governance Officer and members of the Senior Leadership Team and their executive assistants.

Data including your personal and special category data will be shared externally where the University has a legitimate need to do so or has a legal obligation to provide data. The following list provides examples of the most common occasions on which it may be necessary to share your data.

- The Higher Education Statistics Agency (HESA) requires the University as part of its regulatory obligations to provide anonymised and aggregated sensitive personal data. Further details of the data collection undertaken by HESA can be found at: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>;
- Contractors and suppliers - where the University uses external services or has outsourced work which involves the use of governors' or co-opted committee members' personal data. 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 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 Charity Commission and Companies House;
- The University's insurers, legal advisers and auditors;
- Those asking for information about declarations of interests from governors and co-opted committee members which must be made available on request;
- We will provide information to the police and other enforcement agencies in the event of an emergency or where required to assist the prevention or detection of crime.

- Some governor and co-opted committee member data is held on a secure, hosted server owned and managed by our board portal provider, Board Effect. Board Effect will not pass on your data to any third party unless it is legally required to do so.
- Health Assured, Occupational Health Service at Leeds University and Sodexo for health, well-being, and benefit provision.
- We will provide, if required, information to authorised government agencies and contact tracing schemes (such as NHS Test and Trace in England) in connection with COVID-19 or other crisis management scenarios.

## **H. Changes to your personal data**

It is your responsibility to notify the University as soon as possible if any of the data held about you is incorrect or needs to be updated. Governors and co-opted committee members wishing to update or correct data should contact the Clerk to the Governors in the first instance.

## **I. Will your personal data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **J. How long do we keep your personal data?**

The University will retain personal data for no longer than is necessary to fulfil its contractual and regulatory obligations in line with our retention schedule details of which are available [here](#).

## **K. How to access personal information we hold about you and other rights you have**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

### **2. Right of access**

You have a right to access the personal data that the University holds about you. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

### **3. The right to rectification**

You have the right to have inaccurate personal data held by the University rectified or completed if it is incomplete.

#### 4. The right to erasure

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased. The University manages the retention period of data held through its retention schedule.

#### 5. The rights to restrict processing and to object to processing

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

#### 6. The right to object to processing

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

#### 7. Rights to data portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

## L. Contact us

If you have any queries about this privacy policy or how we process your personal data you can contact us at: [governance@leedstrinity.ac.uk](mailto:governance@leedstrinity.ac.uk). You can also contact our Data Protection Officer.

If you need to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) or if you would like to complain about how the University has used your personal data, contact the University's Data Protection Officer at [dataprotection@leedstrinity.ac.uk](mailto:dataprotection@leedstrinity.ac.uk) or write to: Data Protection Officer, Leeds Trinity University, Horsforth, Leeds LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling>.

## M. Evaluation and review

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an ongoing basis to ensure it is compliant with relevant legislation.

This policy was last updated in March 2024.