



Privacy Notice

Board and Committee Members

This notice covers the processing of personal data by New College Lanarkshire when you are a Board or Committee Member.

The data controller for the personal data being processed is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal data we process

- Personal Contact Details (name, telephone, email, address)
- Date of Birth
- Education, Qualification and Experience
- Employment history
- Current Job Title / Employer
- References
- Right to work in the UK information
- Criminal Convictions (for the purposes of completing a PVG)
- Information required for the register of interests
- Board or Committee Appointment details
- Attendance and participation in meetings
- Equalities monitoring information
- Bio information (including images)
- Information related to your use of College ICT systems
- Dietary requirements for events

Your personal data is collected when you apply to be a Board or Committee member and when carrying out your role as a member.

How we use your personal data

We use your personal data to facilitate Board and Committee Members in carrying out their roles and responsibilities as set out in the relevant legislation. This includes;

- Recruitment and selection of new members.
- To ensure that members are not disqualified under the Charities and Trustee Investment (Scotland) Act 2005 and Further Education Acts.
- To meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007
- To maintain and publish a Register of Interests for each member.
- To communicate with members in relation with Board or Committee matters.

- For inclusion in minutes of Board or Committee meetings.
- To make necessary reasonable adjustments, to ensure you are able to attend Board meetings, under the Equality Act 2010.
- For inclusion in annual reports and financial statements.
- To provide reports and returns required by funders, government departments and regulators.
- To monitor and promote equality and diversity, in accordance with the Equality Act 2010.
- To publish membership, including photos and bio information, on the college website.
- For inclusion in the colleges Publication Scheme which is a requirement of the Freedom of Information (Scotland) Act 2000.
- To confirm accommodation, dietary and access requirements for events.
- To book training with external organisations.
- Processing expenses and mileage claims.
- Maintaining a Record of Board member development activities.

Our lawful basis for using this personal data is **Legal Obligation** and **Public Task**. Where we process special category and criminal conviction data our additional lawful basis is **reasons of substantial public interest**.

Sharing your personal data

We will only share your personal data where necessary for a legal or regulatory compliance, this will include with the following:

- Scottish Funding Council
- Scottish Government
- Companies House
- Office of the Scottish Charity Regulator (OSCR)
- Insurers, Legal Advisors and Auditors
- Banking providers
- College Development Network
- Colleges Scotland

It is a legal requirement for members to have their names published or made available on request by the public.

Failure to provide personal data

If you do not provide personal data that is required for a lawful purpose or to fulfil our public task, we may be prevented from complying with our legal obligations and may not be able to appoint you to a Board or Committee.

Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, audit, or reporting requirements.

Records of Board or Committee Members will be retained for at least six years from the date on which you cease to be a member.

Records documenting the conduct of the business of the Board or a Committee for example agendas, minutes and supporting papers are retained permanently.

Your rights

You have rights in relation to the personal data we use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

Data protection complaints

If you feel your data protection rights have been infringed you have the right to complain to us about this. To make a data protection complaint to us please email your complaint to data.protection@nclan.ac.uk