University of Strathclyde Glasgow

Privacy Notice –Court and Co-opted Committee Applicants and Members Privacy Notice

This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation. It is important that you read this notice prior to providing your information.

This notice relates to:
- members of the University Court (Trustees);
- external members serving on University committees (Co-opted Members); and
- external applicants seeking appointment to the University Court or committees

Who we are

The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the Controller).

Information we collect and use about you

External applicants seeking appointment to the University Court or committees
If submitting an expression of interest for any vacancy on the University Court or the committees of the University, you will need to supply some personal information in order to be considered for the role. This includes, for example:

- biographical information, contact details, CV, and covering letter;
- education, employment and training;
- Register of Interests;
- references; and
- equality monitoring form.

Trustees and Co-opted Members
When you become a Trustee or Co-opted Member, we will retain the personal information provided during your application and may collect additional information during your term of office. We use this information to manage your appointment and involvement with the University, and to meet requirements relating to the University's dealings with external organisations, such as funders and regulators. This includes:

- information provided during your application; and
- additional information you provide, or that we record about you, during your term of office.

Equality monitoring data is not shared with any individual involved in shortlisting or appointment decisions and will only be used only for anonymised statistical analyses. You have the option whether or not to provide this information (or have the option to choose 'prefer not to say').

Why we require this information and our lawful basis

We use your information to assess your application and, if appointed, to manage your appointment and support your work as a Trustee or Co-opted Member. We also use it to meet the University's governance, legal and funding requirements, including providing relevant information to external organisations such as funders and regulators.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263.

This includes:

- ensuring you are a fit and proper person to hold a Trustee or Co-opted Member position;
- administrative and financial management purposes;
- legal obligations and adherence to the requirements of good governance;
- health and safety;
- facilities management, including IT provision/management;
- emergency planning and business continuity;
- ensuring equality of opportunity and equality monitoring;
- providing information about the University's governance and Trustees where required for funding applications or participation in funding programme; and
- meeting the requirements of the Scottish Code of Good Higher Education Governance.

Certain information, such as contact details and confirmation of fitness for office, have to be provided to enable both the University and Trustees/Co-opted Members to fulfil their respective duties. If you do not provide the required information, this will hinder the University's ability to fulfil its obligations under charity and company law.

Lawful bases
Depending on the circumstances we may rely on the following lawful bases:

- public task
- contract
- legal obligation
- consent

Where we use special category information, such as information about your ethnic origin, religion or health, we need both a lawful basis and an additional condition under data protection law. For equality monitoring, we rely on legal obligation and the substantial public interest condition for equality of opportunity or treatment. Where we rely instead on your consent, we will ask for your explicit consent, which you can withdraw at any time.

Disclosing your information

Court Members are provided with a temporary Strathclyde IT account and email address in order to access University systems. Court Members can use personal email addresses for communications relevant to membership of Court. However, email addresses will not be hidden in such communications and other members and attendees will therefore have access to these. If you do not wish your personal email address to be available in this manner you can opt to use the Strathclyde email address provided.

External applicants seeking appointment to the University Court or committees
The University will only share your data with third parties to the extent that this is essential for the completion of the recruitment process, e.g.:

- external recruitment agencies, with whom the University is working in partnership;
- contacting referees, if you are identified as the preferred candidate (or sooner if you have consented for this to happen);
- due diligence checks to confirm that you are a fit and proper person to undertake the role of Trustee.

Trustees and Co-opted Members
The University may share your personal data externally. Often this is where we have a statutory or legal obligation to provide information to external organisations e.g.: funders; regulators; pension administrators; insurers; auditors; investment management partners, or other organisations in the course of funding, accrediting or reviewing the quality of University activities.

In addition to those listed above we also may share your data when required with the following:

- relevant UK government departments, e.g. HMRC, Home Office, UK Visas and Immigration;

- Higher Education Statistics Agency (HESA). For more information on what HESA does with your personal data see the HESA Staff Collection Notice;
- relevant authorities upon request, e.g. police enquiries or in emergency situations;
- Scottish Funding Council;
- Scottish Government and Scottish Ministers;
- research funding bodies or bodies managing financial administration/monitoring of research funds, including research councils and EU funding bodies;
- professional, statutory and regulatory bodies e.g. Scottish Public Services Ombudsman, Office of the Scottish Information Commissioner; Information Commissioner's Office; Health & Safety Executive;
- affiliated external providers of University facilities/services you have chosen to utilise/receive; and
- any other authorised third party to whom the University has a legal/contractual obligation to share data with.

The names of Trustees will be made public along with photos (where provided) and some professional biographical information provided or approved by Trustees themselves. In addition, the University is required under the Scottish Code of Good Higher Education Governance to:

- maintain and publish a register of members' interests;
- collect and publish information on the balance of skills, attributes and experience of Court members to inform future recruitment and regular assessment of the balance of skills across the membership of Court; and
- publish minutes of the proceedings of Court meetings, suitably redacted, which may include contributions from individual Trustees.

Transferring data internationally

Some personal data may be transferred outside the UK, for example:

- the University may engage third parties to provide systems/services which are hosted outside the UK;
- in emergency situations for Trustees or Co-opted Members located outside the UK we may transfer data internationally where it is necessary to ensure your vital interests, e.g. contacting next of kin in medical emergencies; or
- if the University is engaged with international partners or organisations where regulatory requirements in other jurisdictions dictate a need for sharing of data on the University's legal Trustees.

Whenever we transfer data internationally, we will make sure that appropriate safeguards are in place to protection your information and your rights to privacy.

How long your information is retained

Records containing the personal data of Trustees and Co-opted Members will be held by the University for a period of six years following the termination of an appointment. However, records documenting the conduct of business of a statutory committee (including agendas, minutes and supporting papers) must be held for the lifetime of the institution. These will contain the names of meeting attendees as well as a record of any personal contributions made at the meeting. More information on the retention of records relating to 'University Governance' are available on our website https://www.strath.ac.uk/whystrathclyde/universitygovernance/accesstoinformation/recordsmanagement/recordsretention/

Data is required as part of a statutory or contractual requirement or obligation

Certain information has to be provided to enable both the University and Trustees/Co-opted Members to fulfil their respective duties and contractual obligations. This includes information necessary to be appointed and ongoing management of the relationship, including obligations regarding fitness for office, register of interests and other obligations under the Scottish Code of Good Higher Education Governance.

If you do not provide the required information, this will hinder the University's ability to fulfil its obligations under charity and company law. This may also mean both parties cannot meet their contractual obligations.

Your rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

***Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can you can you can raise the matter by:

- contacting the Information Governance Unit (IGU) directly, at dataprotection@strath.ac.uk; or
- filling out a Data Protection Complaint Form on the University's website: https://www.strath.ac.uk/whystrathclyde/universitygovernance/accesstoinformation/dataprotection/dataprotectioncomplaints/.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with UK law, you also have the right to complain to the Information Commission's Office (https://ico.org.uk/concerns/).