Fife College Privacy Notice (Board of Governors)

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, is registered with the Information Commission's Office, registered number Z8522159.

This privacy notice relates to the following process:

Application to become a Fife College Board member

What information do we collect about you?

At application stage, we collect:
- Your name
- Your contact details
- Your skills and qualifications as detailed in your CV and covering letter

If you are appointed to the Board, we also collect:
- Next of kin and emergency contact information
- Bank account details and any claims for your fees (Regional Chair only) or expenses
- Your terms and conditions of appointment
- Records of training, attendance, participation and Annual Development Meetings relevant to your role as a Board member
- Your register of interests
- Your dietary requirements
- CCTV footage

We may also collect, store and use the following sensitive personal information:
- Your race or ethnicity, religious beliefs, sexual orientation and political opinions. This information is required to enable us to meet our obligations under the Equality Act and is reported on in our Equalities Mainstreaming Report in a statistical format
- Information about criminal convictions and offences. This information is required so that we can meet our Protecting Vulnerable Groups obligations. We do not retain information received from Disclosure Scotland in this regard, but will speak to you if your check is unclear. This may affect your suitability to join our Board and offers of appointment are therefore subject to a satisfactory Disclosure Scotland check.

Information about your application and records will be kept in an electronic file.

Why do we collect information about you?

We collect and use your information for the following purposes:
- to consider your application to join the Board
- to communicate with you about your application
- to hold details that we will require if you are successful in becoming a Board member

Data Sharing

We may share your information as required with the appropriate undernoted bodies in order to fulfil our legal obligations:
- Scottish Government / Scottish Funding Council

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- Disclosure Scotland
- Scottish Charity Regulator
- To banks, financial organisations and suppliers where they require details to comply with anti-money laundering requirements, or for other compatible legal and regulatory purposes.

We publish brief biographical details, a photograph and registers of interests for all Board members on our website.

Our Legal Basis

Use is necessary for us to comply with a legal obligation. The College has statutory duties under the Further and Higher Education (Scotland) Act to appoint Board members. The College can only fulfil these duties by processing your personal information.

Retention

We will retain your data only for as long as we have a relevant reason for doing so, and it will thereafter be securely destroyed. A copy of our document retention guide is available upon request (dpo@fife.ac.uk).

Records of Board applications are normally kept for a period of 6 months. Records of Board members are kept for duration of appointment, and for a further period of 6 years.

Your Rights

You have various rights which you may choose to exercise in relation to personal data held about you. For more information, please see our Data Protection: Your Rights information leaflet.

Changes to this Privacy Notice

Fife College reserves the right to modify and update this privacy notice at any time. It will be published on our website and we therefore suggest you check it from time to time.

Data Protection Officer

If you have any concerns about how your data is being processed, or about exercising your rights, you should contact dpo@fife.ac.uk.

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