Privacy Notice — Governance (Members of College Council and Sub-Committees)

Part 1: Generic Privacy Notice Information

St John's College, Durham (henceforth 'the College') has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. The College will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts — a generic part (i.e. common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

Data Controller

The Data Controller is the College. If you would like more information about how the College uses your personal data, please see the College's Data Protection Policy or contact the data management team on: johns.data@durham.ac.uk

The data management team also coordinates the response to individuals asserting their rights under the legislation.

Data Protection Officer

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Chris Courtman, email: johns.data@durham.ac.uk

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access.

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

Right to object

You have the right to object to the processing of your personal data at any time. This may relate to all the personal data the College holds or only to certain information.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data has been unlawfully processed
- The personal data has to be erased for compliance with a legal obligation
- The personal data has been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Retention

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the College's *Records Retention Schedule*.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can make a complaint by emailing the DPO on johns.data@durham.ac.uk. We will acknowledge your complaint within 30 days and respond to it without undue delay.

If your complaint is not adequately resolved you can then refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office,
Wycliffe House, Water Lane,
Wilmslow, Cheshire,
SK9 5AF
Telephone: 0303 123 1113

Website: https://ico.org.uk/make-a-complaint/

Part 2: Tailored Privacy Notice for Members of College Council and Sub-Committees

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the Principal's Office for the purpose of serving as a member of College Council or a Sub-Committee.

Type(s) of personal data collected and held by the College and method of collection

The College will collect and store data relating to your membership of Council and its sub-committees. This will include:

- Contact Details (title, name, home address, telephone number, email address)
- Personal data
    - CVs
    - Start date, end date
    - Skills
    - Register of interests
    - Biographical details
    - Bank details (member expenses)
    - CIS username
    - Dietary requirements
    - Photographs (with consent)

For Council members who are also Directors and Trustees, for the purposes of registration with the Charity Commission and Companies House, this will also include:

- Date of birth
- Nationality
- Companies House Personal Code

This information will be collected in a variety of ways such as initial application and through correspondence with you.

Lawful Basis

The College has a legitimate interest (GDPR Article 6.1f) in processing personal data to facilitate your role as Council / Sub-Committee member.

Additionally processing the data of Council Members allows the College to ensure compliance with legal obligations (GDPR Article 6.1c).

In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with the details of the information that we would like and the reason we need it, so that you can consider whether you wish to consent.

How personal data is stored

Data will be stored in a range of different places, including proprietary software, and on other IT systems including email and document management systems. Data will be shared with and will only be accessible by staff involved with the services or goods you are providing.

How personal data is processed

The College has a legitimate interest in processing personal data about Council members to ensure legal compliance and processing for legitimate purposes.

Special categories of personal data require higher levels of protection. We may process such data in the following circumstances:

1. In limited circumstances, with your explicit written consent
2. Where we need to carry out any legal obligations

The College will not use your data for any other purpose than in respect of being a Council / sub-committee member at St John's College.

We will process your data to:

- Support your attendance at meetings and events
- Process expenses payments
- Assess skills for a particular task
- Monitor engagement
- Making statutory or external returns for example to the Charity Commission and Companies House.

Your photograph (with consent), name, and biographical details will be published on the College's website and in the College Reception. You may opt out of this as detailed in the policy.

Organisations stated in your Register of Interest with which the College transacts will be listed alongside your name in the College's Annual Report.

How we use sensitive personal data

Special categories of personal data require higher levels of protection. We may process such data in the following circumstances:

- In limited circumstances, with your explicit consent.
- Where we need to carry out any legal obligations.

Who the College shares data with

The Principal's Office will share your personal data with College staff / departments required to deliver our services:

- Conference & Events Team
- Company Secretary
- The secretaries of relevant sub-committees

The College will share data with third party agencies such as the Charity Commission, Companies House and the College's appointed Auditors. Charity Commission and Companies House filings are public registers, which means data including the name and part of date of birth of directors / trustees and are publicly searchable.

Additionally, the College will share details of Members of Council who are Directors and Trustees with the College's recognised banking and financial service providers including Barclays, CAF Bank and Clover as well as the College's appointed solicitors for the purposes of AML checks and property transactions. From time to time the College will share data with the Higher Education Statistics Agency (HESA) and the Office for Students (OfS).

How the College protects data

The College takes the security of your personal data seriously. The College has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees legitimately in the performance of their duties or by third parties as outlined in this Privacy Notice.

How long personal data is held by the College

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Time periods are set out in the College Records Retention Schedule.

How to object to processing your personal data

Please contact the DPO on johns.data@durham.ac.uk. We will seek to respond to any objection within one month.

Visitors to our websites/webpages

When someone visits www.stjohnsdurham.ac.uk or www.cranmerhall.com a third-party service, Google Analytics, is used to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy notices on the other websites you visit.

Changes to this privacy notice

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

Further information

If you have any questions which you feel have not been covered by this Privacy Notice, please email us or write to:

Data Protection Officer,
St John's College,
3 South Bailey, Durham,
DH1 3RJ
Email: johns.data@durham.ac.uk

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