

## **Bangor University: Privacy Notice for Members of Council and its Committees**

### **1. Introduction**

Bangor University (BU) is the data controller in relation to your information, as defined in the Data Protection Act 2018 and is committed to protecting your rights, in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

The University's nominated representative for data protection legislation, and the Data Protection Officer is:

Legal & Compliance Manager  
Governance Services  
Corporate Services  
Bangor University  
College Road Bangor  
Gwynedd LL57 2DG

This statement explains how the University handles and uses your personal information during your time as a member of Council at Bangor University. The University is committed to protecting your personal information and to being transparent about what information it holds. The University has a range of data protection related policies and procedures in place which can be found here:

<https://www.bangor.ac.uk/governance-and-compliance/dataprotection/index.php.en>

### **2. What information do we collect about you?**

Bangor University will collect information about you through its dealings with you as members of Council at Bangor University. We will keep a record of the details you provided on your application form (or equivalent), any supporting documents we request as part of the recruitment and selection process, additional details provided by any referees and any formal records following an interview and selection process, as well as information collected during your term of office as a member of Council.

#### **a) All Members of Council**

The types of information we collect includes, though is not limited to, the following:

- your name and contact information (such as an address, e-mail address and telephone number);
- the information required by the Charity Commission to register you as a trustee (Bangor University is a registered charity - number 1141565). This includes your date of birth, any additional names by which you have been known, nationality and your home address);
- if you are a Director of one of the University's subsidiary companies, the information required by Companies House to register you as a Director. This includes details of your date of birth, any additional names by which you have been known, nationality, job title, a service address (which can be the company's registered address) and your home address;

- Your CV (including your educational background, qualifications, employment history, public/voluntary appointments, additional statement in support of your application);
- biographical details and a photograph; and
- equality and diversity data for the Nominations and Governance Committee to monitor the diversity of the Council. Note that such data is only published in an anonymised form such as in the Annual Equality and Diversity report.

In addition, and on a periodic basis, we will ask you to complete:

- a “Declaration of Interests” form requesting information about your other interests which are relevant and material to the University (annually). This information will be summarised into a register of interests which is publicly available on the University website;
- a skills audit, to allow the University to map your skills and experience against the breadth of expertise required by the Council from its membership;
- an equality monitoring form, asking for details related to the protected characteristics as covered by the public sector equality duty; and
- any other information required by the Higher Education Statistics Agency (HESA) (annually). This normally includes:
  - age
  - date of birth
  - gender
  - gender reassignment\*
  - ethnicity\*
  - disability\*
  - religious belief\*
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - sexual orientation\*
  - your highest qualification.

*\*This information is voluntary*

#### **b) Additional Information about Members of Staff**

In addition to the information outlined in section a) above we will also collect the following information about members of staff who are members of Council:

- your College / School or Professional Service;
- your statement to the relevant staff grouping at the time of your election;
- the ballot details and results.

#### **c) Co-opted Members of Council Sub-Committees**

If you are a Co-opted member of one of the Council’s Sub-Committees, but are not a member of the Council we will collect the following information about you:

- your name and contact information (such as an address, e-mail address and telephone number);

- Your CV (including your educational background, qualifications, employment history, public/voluntary appointments, additional statement in support of your application);
- biographical detail and a photograph; and
- we will ask you to periodically complete a 'Declaration of Interests' form requesting information about your other interests which are relevant and material to the University (annually). This information will be summarised into a register of interests which is publicly available on the University's website.

#### **d) Additional Information**

In addition to the above the following additional data may be collected during your term of office in order to facilitate your attendance at meetings, to pay your expenses, and / or to invite you to events and functions:

- Bank account details
- Car registration number
- Name of partner
- Dietary requirements
- Additional contact details
- Correspondence
- Attendance at meetings
- Reasonable adjustment requirements\*

*\*This information is voluntary*

### **3. How will your information be used?**

It is not possible to state every purpose for which your information will be used by the University however, in most cases, your personal information is either necessary for us to hold by virtue of you being a Trustee or necessary for compliance with a legal obligation e.g The Equality Act 2010, The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and Health & Safety legislation.

#### **a) All Members of Council**

The following are examples of how your information is likely to be used:

- For registration as a Trustee with the Charity Commission. Certain details will be publicly available to those looking for Trustee information, and to ensure that governors have not been disqualified as a charity trustee in accordance with the Charities Act 2006;
- The Higher Education Funding Council for Wales, and other government bodies and departments responsible for public funding, statistical analysis, monitoring and auditing, contracts, and funding bids;
- Submission of data to the Higher Education Statistics Agency on an annual basis to allow for monitoring of equalities characteristics;
- Compliance with the *Know your Client* (KYC) process for financial companies. The KYC process involves companies verifying the identity of their clients in compliance with legal requirements and current laws and regulations, and this may involve a request for data relating to Trustees;
- To enable you to access password protected areas of the University's website, and to use

- a university e-mail address if you wish;
- For registration with Companies House for governors who are also directors of University subsidiary companies; and
- For sending information to you in relation to your membership of Council. The information will be made available to members of the Executive, other senior staff and staff within Governance Services);
- Information may also be required in order that we may fulfil tasks required in the public interest.

#### **b) Members of Council and its Sub-Committees**

In addition, and in order to facilitate your membership of the Council and its Sub-Committees your information will be used in the following ways:

- for the recruitment and selection of new members of Council, and Council Sub-Committees by the Nominations and Governance Committee;
- to circulate documentation for meetings of Council and its Sub-Committees;
- for inclusion in minutes of the Council and its Sub-Committees;
- to facilitate regular contact via e-mail related to Council and university business;
- to send out invitations to university events;
- for monitoring and promoting equality and diversity in accordance with the Equality Act 2010;
- to provide details of your membership of Council and its Sub-Committees through the University's website including in the University's publication scheme which is a requirement of the Freedom of Information Act 2000;
- for reporting requirements, including in the register of interests, the annual report and financial statements, and university publications;
- for the University's insurers;
- for the University's internal and external auditors;
- for the University's legal representatives; and
- for hotels and external venues for the purposes of accommodation and event bookings, dietary and access requirements.

#### **4. Who receives your information?**

The Governance Services team have access to your personal and special category data and are responsible for maintaining your personal file and records. If you have any questions about your personal data, please contact the Secretary to Council in the first instance.

This section outlines the major organisations and the most common circumstances in which the University discloses information about members of Council. Where this involves international transfer, information will only be transferred if it meets the conditions outlined in the Data Protection Act 2018.

- **University staff.** Where the information is needed for administrative purposes. In the case of candidates for staff membership on Council, the statement to the electorate will be shared with all relevant University staff.
- **Contractors and suppliers.** Where the University uses external services or has outsourced work which involves processing members of Council's personal data on our behalf. 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 in the UK and European Economic Areas (EEA).** 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.
- **Financial institutions and Banks which have a relationship with the University.**
- **The Charity Commission.**
- **Companies House.** This would be for members of Council who are also directors of one of the University's subsidiary companies.
- **The University's insurers, legal advisers and auditors.**
- Those asking for information about **declarations of interests** from members of Council. The register of interests is publicly available on the University website.

## 5. Further information relating to your data

### a) Your rights

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. If you have provided consent to the University to process any of your data then you also have a right to withdraw that consent. Please note, however, in some circumstances this may mean that you would be unable to continue as a Member of Council. Please visit the University Data Protection webpages for further information in relation to your rights:

<https://www.bangor.ac.uk/governance-and-compliance/dataprotection/index.php.en>

Any requests or objections should be made in writing to the University Data Protection Officer.

### Security

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access either to relevant parts or to all your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, and paper files will be stored in secure areas with controlled access. Further information on these processes can be found in the University's *Information Security Policy*:

<https://www.bangor.ac.uk/governance-and-compliance/policyregister/documents/information-security-policy.pdf>

### Retention

The University retains your information in line with established higher education retention schedules. Further information can be found in the University's retention schedule which can be accessed here:

<https://www.bangor.ac.uk/governance-and-compliance/records-management.php.en>

## **Complaints**

If you are unhappy with the way in which your personal information has been processed you may, in the first instance, contact the University Data Protection Officer using the contact details above. If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

The Information Commissioner 2<sup>nd</sup> Floor  
Churchill House Churchill  
Way Cardiff  
CF10 2HH  
Tel: 02920 678 400

## **Your responsibilities**

You have a responsibility to keep your personal details up to date. During the course of your term of office on the Council there are a number of circumstances in which you may have access to personal information about others, either at the University or elsewhere. You are expected to treat this in a confidential, responsible and professional manner and are legally required to do this under data protection legislation, as well as any professional ethics, codes of conduct or local rules and regulations. If you are made aware of personal information in confidence you are expected not to disclose this information to anyone without that individual's consent, unless there are exceptional circumstances. You should also not seek to gain others' personal data if you are not entitled to it. Any Trustee who breaches data protection legislation or a duty of confidence may have their membership on the Council withdrawn.

For further information consult the University's *Data Protection Policy*:

<https://www.bangor.ac.uk/governance-and-compliance/dataprotection/documents/Data%20Protection%20Policy%20approved%20v7.1%20July%202021.pdf>