

## Privacy Notice

### Information for Governors, External Members & Directors

Middlesbrough College and its subsidiary companies of Northern Skills Group Limited, Northern Apprenticeship Company Limited, Middlesbrough College Management Services Limited and Mizaru Media Limited are registered under the Data Protection Act 1998.

This means that the purposes for which the College and the subsidiary companies collect and process personal data is notified to and registered with the Information Commissioner's Office (ICO).

The General Data Protection Regulations (*GDPR*), which come into effect on 25 May 2018, strengthen the rights, that individuals have over their data that organisations collect and process.

The College will collect the following information from you, which it will need in order to carry out its functions. Should any data be incorrect or need to be deleted, this can be requested by contacting the Clerk to the Corporation.

#### **Middlesbrough College Governors, Middlesbrough College External Members, Middlesbrough College Honorary Governors, and Directors of Northern Skills Group Limited, Northern Apprenticeship Company Limited, Middlesbrough College Management Services Limited and Mizaru Media Limited**

- Your home address, personal / work email address, and home / mobile phone numbers. This is so that the College can contact you regarding meetings and other relevant events. This information will be held securely, and not shared with anyone else, or made public. However, other Governors / External Members / Directors / Members of the Senior Leadership Team and College Management Team may be able to see your email address when group emails are sent.

#### **Disclosure and Barring Scheme (DBS)**

- Your name, address and date of birth. The College will share this information with the Government's Disclosure and Barring Service (DBS) on appointment, so that it can check whether you have any previous convictions that would make you unsuitable for working with children and young people.

## Register of Interests

- The College will obtain from you, via an annual declaration on the Registers of Interests (*criteria detailed below*), any interest, financial or otherwise, which is likely to, or would if publicly known, be perceived as being likely to interfere with the exercise of independent judgement, and this will be disclosed to the Governing Body. This should also include any information related to a spouse, partner, child(ren) or other close relative, e.g. living in the same household, or a dependant, which may be seen to interfere with an independent judgement.

Category of Interest	Information to be Disclosed
Paid employment.	Name of Employer.
Self-employment.	Names of significant customers/clients accounting for more than, say, 10% of income of individual or firm.
Directorships of commercial companies.	Name of companies.
Significant shareholdings.	Name of companies in which the Governor / External Member or Employee owns, say, 5% or more of the issued share capital.
Elected office.	Name of authority.
Trusteeships or participation in the management of charities and other voluntary bodies.	Name of body.
Public appointments (paid or unpaid).	Name of body.
Memberships of professional bodies and trade or other associations.	Name of body.

- The College will collect this information so that it can identify possible conflicts of interest during Committee and / or Governing Body meetings, i.e. situations where your interests may (or may appear to) influence your decision making.
- This information will not be shared by electronic means, but will be made available to the public on request, and will exclude any personal data relating to family members or any other details deemed sensitive.

## Photos / Videos

- Images of you (photos or videos) may be used in publicity material, such as adverts, information leaflets, newsletters, press releases or on the internet (websites), to raise awareness of the services provided by Middlesbrough College and its subsidiary companies.
- These images will be stored by the Marketing Department, and may be used for publication (as described above) and will be viewed by the public, but the originals will not be shared with third parties without prior consent.

## Equal Opportunities Monitoring

- Middlesbrough College and its subsidiary companies are committed to a policy of equal opportunities. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce/Governors in encouraging equality and diversity. In order to monitor diversity effectively, it is necessary to collect personal information across all nine of the protected characteristics under the Equality Act 2010: age, sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. The organisation needs your help and co-operation to enable it to do this, and you may be asked to complete an Equal Opportunities Monitoring Form, although filling it in is voluntary. The information on this form will be treated in confidence and used for monitoring purposes only. It will only be seen by the Clerk to the Corporation when assessing the effectiveness of the Equal Opportunities Policy, and may be produced in an anonymised report to assist with governor succession planning.

## Middlesbrough College Governors, Middlesbrough College External Members, and Middlesbrough College Honorary Governors

- Your title, name, home address, contact numbers, occupation (*if applicable*), date of birth and date of appointment, including when your term of office ends, are required for the Statutory Registers. This information will be held securely by the Clerk to the Corporation and will not be made public.

## Directors of Northern Skills Group Limited, Northern Apprenticeship Company Limited, Middlesbrough College Management Services Limited and Mizaru Media Limited

- Your title, name, role, date of appointment, your nationality, your date of birth, the number of appointments you hold, your address, which will be the company's registered office address and **not** your home address, and your country of residence. This information will be shared with Companies House for the Company Register, and published on the Companies House website.

## **The Chair of Middlesbrough College**

- The College will provide your email address and / or nominated alternative email address e.g. Clerk to the Corporation, to any government department that requires it for communication purposes.

## **The Retention Schedule**

- The retention of governance data, as detailed within the College's Records Retention & Disposal Policy, will specify the maximum period that data should be kept for business purposes, and a copy of the policy is available from the Clerk to the Corporation.

## **Legal Framework**

Middlesbrough College is the Data Controller as defined in the Data Protection Act 1998 for Middlesbrough College Corporation and its subsidiary companies of Northern Skills Group Limited, Northern Apprenticeship Company Limited, Middlesbrough College Management Services Limited and Mizaru Media Limited.

If you require further information, please contact:

- John Chance, Vice Principal - Quality & Performance (*Data Protection Officer*) for Middlesbrough College and its subsidiary companies of Northern Skills Group Limited, Northern Apprenticeship Company Limited, Middlesbrough College Management Services Limited and Mizaru Media Limited on [jd.chance@mbro.ac.uk](mailto:jd.chance@mbro.ac.uk)
- Zeta Foster, Clerk to the Corporation at [z.foster@mbro.ac.uk](mailto:z.foster@mbro.ac.uk)