

Privacy Notice

Glasgow Colleges Regional Board (GCRB) is committed to protecting your privacy. The following information outlines how we will responsibly manage and process your data so that we can deliver our duties under the Post-16 Education (Scotland) Act 2013, outlined under section 23E:

(1) It is the duty of a regional strategic body to exercise its functions with a view to securing the coherent provision of a high quality of fundable further education and fundable higher education in the localities of its colleges.

(2) In doing so, the regional strategic body must have regard to any fundable further education and fundable higher education provided by other post-16 education bodies in the localities of its colleges.

This includes planning and monitoring Colleges amongst other specific requirements, which the Board has been set-up to perform.

For the purpose of this Privacy Notice, the Data Controller - the person or organisation that determines the purposes and manner by which any personal data are processed - is Glasgow Colleges' Regional Board ('GCRB'), 190 Cathedral Street, Glasgow, G4 0RF. GCRB will only request the data needed to meet our statutory functions.

GCRB processes personal data only for contractual purposes, where an individual applies for a job or to become a Board Member. Where an individual visits GCRB at their City of Glasgow College offices, the College will process their personal data and under legal obligation in relation to health and safety (e.g. fire regulations), the Privacy Notice for which is listed below.

As part of its statutory function, GCRB also processes anonymised data (where any personal data has been removed) provided by the Colleges and the Scottish Funding Council in relation to students and staff. This is used for forecasting, monitoring, reporting and research and statistical purposes. This does not contain personal data.

Why we collect your information

GCRB collects your personal information:

- so that we can enter into a contract with you, for example if you apply for a staff or Board Member position;
- so that we can pay or reimburse you;
- for accounting and audit purposes, for example where we must report our activity and spend to the Scottish Government (via the Scottish Funding Council);
- to monitor and improve delivery of our functions;
- to investigate and respond to complaints and data subject requests.

Those applying for or who successfully secure staff and Board Member positions are under contractual obligation to provide their information to GCRB.

What information do we collect?

The categories of personal data you provide to GCRB for the purpose of entering into a contract or visiting us may include:

- contact details, for example, name, address, phone number and email address;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- bank account details to pay salary and/or remuneration;
- car registration number;
- dietary requirements;
- company or organisation you represent;
- emergency contact details;
- biographies;
- attendance at meetings;
- photographs;
- reasonable adjustments/access requirements
- special category 'sensitive' data, for example health and disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- special category 'sensitive' data, for example ethnicity, sexuality and gender, so we can meet our legal obligations, for example under employment and equalities law; and
- information about your entitlement to work in the UK.

You may provide this information in a number of ways including on paper, online, by email, telephone and face-to-face using application forms, CVs or resumes, your passport or other identity documents, or collected through interviews or other forms of assessment. Your data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

GCRB may also collect personal data about you from third parties where you have applied to work with us, including through references supplied by former employers. We will seek information from third parties only once an offer has been made to you and will inform you that we are doing so.

Will my information be shared with other?

GCRB receives in-kind funding from Glasgow's Colleges, where Glasgow Kelvin College process staff and Board Member's personal data for HR purposes, Glasgow Clyde College for HR and finance purposes (for example paying salaries and remunerations), and City of Glasgow College provide financial processing, accommodation and IT infrastructure.

Where your data is shared with these College, you can access the following Privacy Notices to understand how your data is being processed:

- [City of Glasgow College Staff Privacy Notice](#)
- [Glasgow Clyde College Staff Privacy Notice](#)
- [Glasgow Kelvin College Staff Privacy Notice](#)

Please note, where individuals visit GCRB office, City of Glasgow College will process their data and they should refer to the Privacy Notice above.

Where Board Members choose to access Board Papers in electronic format online rather than receive them in paper format or by email, they can use eShare Boardpacks; a service that has been procured by GCRB for this purpose. To access Boardpacks, you will need to provide your name and email address. There may be instances where your data could be sent out-with the EEA. GCRB has been assured that standard contractual clauses are in place with third parties contracted by Boardpacks as part of their service to ensure a comparable level of data protection to GDPR is in place. Further information on how Boardpacks will process your data can be found in their Privacy Notice:

- [eShare Boardpacks Privacy Notice](#)

How long do we keep your information?

GCRB only keeps your information for the minimum time necessary for us to deliver against the purpose for which it was collected and meet our audit requirements. If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. Where your application is successful, we will hold your data during the course of your employment with us, and delete this 6 months after you leave.

In relation to Board Members, information relating to events bookings and parking permits will be retained for the period of office of each member. Application forms and declarations of interests are retained for 6 years after the end of a Member's period of office. Records of expenses claims and payments and banking details are retained by Finance for 7 years for tax and audit purposes.

The following records are retained permanently:

- Minutes of Board and Committee meetings
- Annual reports and financial statements
- Biographies and photographs

If you have provided your consent and opted-in to receive emails about GCRB, we will hold your information until you unsubscribe. It is your right to withdraw consent at any time. Please contact us should you wish to do this.

Your rights under data protection law

Under data protection law, you have legal rights in relation to your information, including:

- your right to be informed of how your data is being processed, (as in this privacy notice);
- your right to access and obtain a copy of your data on request, often referred to as a data subject access request;
- your right to ask an organisation to change incorrect or incomplete data;
- your right to ask an organisation to delete or stop processing your data under certain circumstances;
- your right to object to the processing of your data under certain circumstances.

Further details about your privacy rights can be found on the Information Commissioner's Office website [here](#).

If you have any concerns about GCRB's processing of your data or you would like to discuss your information rights in relation to GCRB, please contact us directly at Wendy.Odedina@gcrb.ac.uk.

If you have concerns about GCRB's processing of your data or information rights practices, you can contact the Information Commissioner's Office (ICO) using their website <https://ico.org.uk/make-a-complaint/> or by phone on 0303-123-1113.