

Data controller (for the purposes of the UK General Data Protection Regulation (UK GDPR)): St Francis Xavier College, 10 Malwood Road, London, SW12 8EN

Data Protection Officer: Mr Shah Ali, Executive Director of IT and Business Partnerships

St Francis Xavier College (SFX) collects and processes personal data relating to its governors to carry out the function of governance of the college. SFX is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does SFX collect?

The Clerk to the Governors, on behalf of SFX, collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number and date of birth;
- the terms and status of your appointment;
- details of your qualifications, skills, experience and employment history, including start and end dates,
- information about your nationality, ethnicity and religion for equality monitoring purposes
- information about your criminal record as detailed within your Enhanced DBS (for foundation governors this is shared with the Education Commission of the Archdiocese of Southwark);
- details of your attendance record at meetings of the governing body or its sub-committees or events. Some of this data is published in the audited annual report and accounts
- assessments of your performance as a governor, including appraisals /performance reviews, training you have participated in, and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the college needs to make reasonable adjustments;
- equal opportunities monitoring information, including information about your key protected characteristics

SFX collects this information in a variety of ways. For example, data is collected through application / governors contact forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, SFX collects personal data about you from third parties, such as references and information from criminal records checks permitted by law.

Data is stored by the Clerk to the Governors in a private office and locked storage cabinets; in computer files with secure password only access, and in other IT systems (including the college email system and the Clerk's mobile phone).

Why does SFX process personal data?

SFX needs to process personal data in the form of personal contact information (home address, work address, email address(es); home, work and mobile phone numbers as provided so that the college can contact governors regarding meetings and other events and supply necessary papers, updates and information to support your role as a governor of the college.

This information will be held securely, shared only with staff who need to use the data for their duties and will not be made public beyond publication of your name.

How does the college protect data?

SFX takes the security of your data seriously. There are 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 its employees in the performance of their duties. Policies can be provided via the Clerk to the Governors.

For how long does the college keep data?

SFX will hold your personal contact data for the duration of your appointment and beyond without limit for the purposes of contact / invitation to relevant milestone college events or to share news.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SFX to change incorrect or incomplete data;
- require SFX to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where SFX is relying on its legitimate interests as the legal ground for processing;
- ask SFX to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the college's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Clerk to the Governors, Eleanor Lewis at e.lewis@sfx.ac.uk 020 8772 6062

If you believe that SFX has not complied with your data protection rights, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>