

Please note that when you sign your consent form you will be giving explicit permission to the University to process certain specified data relevant to your role as a Governor of the University. This data is described in this privacy notice and includes providing information about you legitimately to the University and the public where it is good practice and/or there is a legal basis to do so.

All other personal information provided by you and any other information kept about you for the purpose of providing a service to individual Governors and about the Board of Governors, will be treated in confidence and will not be disclosed to third parties, except where required for the following legal bases or where your consent has been received.

Some processing activities may be carried out where it is necessary:

for a **legal obligation**. For example, disclosing personal data to external parties under statute

Further information on data security is published at:
<https://www.bolton.ac.uk/about/governance/documents/>

How long we keep personal information

The information held on you as a Governor, as described in this privacy notice, will be kept in accordance with the University Records Retention and Disposal Policy and Records Retention Schedule detailing the retention period for different records which is published at:
<https://www.bolton.ac.uk/about/governance/documents/>

Your right to access and correct your personal information

The University respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

Under the Data Protection Laws you have the right to obtain a copy of the information we hold on you, and you may request this from the Clerk to the Governors.

You must ensure that all personal data provided to the University is accurate and up to date. Any changes must be notified to the Clerk to the Governors.

If you are not happy with how the University manages your personal information you should contact the Clerk to the Governors in the first instance.

NOTIFICATION OF PERSONAL DATA HELD ON GOVERNORS BY THE UNIVERSITY OF BOLTON

May 2018

This privacy notice is given to each member of the Board of Governors as part of the requirements of the Data Protection Laws.

When you sign your consent form you are expressly giving your permission to us to process this data, including sensitive/special category personal information about you, as described below.

TABLE A

No.	Type of information held and purpose	Description of components	Method of data Processing	Main Location of data (and any secondary locations)	Data Format (and accessibility)	Legal Basis for Processing
1.	<u>Membership Details</u> For the published record of membership of the Board and Committees.	<u>Name, title, membership category, term of office, status</u> (prospective, current, past membership), office held (eg Chair).	Manual and electronic records			



THE UNIVERSITY OF BOLTON

BOARD OF GOVERNORS

CONSENT FORM FOR PROCESSING PERSONAL DATA

In accordance with the Board of Governors Privacy Notice above, as a Governor I expressly give my permission for The University of Bolton to process personal data about me, including sensitive/special category personal data, as described in the accompanying leaflet (Ref PD1) which I have received.

NAME (PLEASE PRINT): _____

SIGNATURE: _____ DATE: _____