

General Data Protection Regulations (“GDPR”) PRIVACY NOTICE FOR CORPORATION BOARD AND CORPORATION COMMITTEE MEMBERS – pre- and post-recruitment

This Privacy Notice summarises how and why NCHSR (“the College”) uses your personal data and informs you of your rights in relation to it.

The College holds and processes your personal data so it can fulfil its obligations to you in your capacity as an applicant for Corporation Board and/or Corporation Committee membership and/or as a Corporation Board and/or Corporation Committee Member and in the case of some Members, also as a Director of the College’s subsidiary Company, NCHSR Limited. In order to be able to communicate with you about your application, consider your application and College and Board related matters including meeting and training administration and the circulation of meeting packs, populating the Governance section of the College website (including using photographic images) and, where applicable, pay your expenses, the College holds personal details including your name, gender, date of birth, home and work address and postcode, email address, contact telephone number(s), photograph(s), biography, CV, interests and in some cases, bank account details.

The College is the Data Controller for your data. In the case of expenses payments your data is shared with a third-party Data Processor (currently RSM) to whom the processing of payments is outsourced. In the case of Directors of the Subsidiary Company, your data is shared with Companies House. Where Members use the Board portal, your name and email address is shared with the supplier, Board Intelligence.

As part of the College’s role in keeping your information safe you need to be aware that you can contact the Head of Governance & Legal whose appointment includes the role of Data Protection Officer (“DPO”) at any time to obtain a copy of the information the College holds about you and to have any inaccuracies corrected. Where appropriate you may have your personal information erased, rectified, transferred or amended.

You do not need to take any action upon receipt of this message as it is sent for information purposes only. Further details about data protection, including your rights, can be found in the College’s Data Protection Policy Statement as approved by the Corporation Board on 16th May 2018, available on the College website or by contacting the DPO on dataprotectionofficer@nchsr.ac.uk