# **CSSC board reconstitution privacy notice**

The Controlled Schools’ Support Council (CSSC) is a Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to applicants and appointed/nominated/elected persons. Processing data from applicants/nominees allows the Council to manage the appointments/election process, and in the case of the publicly advertised appointments process, assess and confirm an applicant’s suitability for appointment to decide to whom to offer a role on Council. CSSC may also need to process data from appointed persons to respond to and defend against legal claims e.g. claims arising from participation on a panel for an internal recruitment process.

If you apply, are nominated or elected to this Council, you will be providing your personal data to CSSC whose lawful basis for processing it is for the performance of a task carried out for the organisation’s legitimate interests. In some cases, CSSC will also need to process your data to ensure it is complying with its obligations. For example, to monitor appointed/nominated/elected persons’ sensitive data for equal opportunities purposes when establishing a recruitment and selection panel for senior posts within CSSC.

CSSC will collect a range of information about you, including:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience;
* whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the appointment process.

CSSC will collect this information in a variety of ways e.g. by application/nomination forms and/or contacting you to arrange a conversation with a purpose. or from your identity documents. Your personal data may be shared internally within CSSC with those who are involved in the appointments/nomination/election process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective process is in place. We limit access to your personal information to those employees who have a legitimate need-to-know. Employees will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the CSSC to do so. Your data will be stored in a range of different places including the board reconstitution file, the HR information management system and other IT systems such as email. It will be held and stored by the CSSC in a safe and secure manner in compliance with Data Protection legislation and in line with the CSSC’s Records Information Asset and Document Retention Policy. CSSC’s Records Information Asset and Document Retention Policy is available on request. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

As a data subject, you have a number of rights. These include your right to:

* access and obtain a copy of your personal data on request;
* require the CSSC to change incorrect or incomplete personal applicant data; and
* require the CSSC to delete or restrict processing your data.
* request that CSSC erase your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
* object to CSSC processing your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
* request the transfer of your personal information to another party.

Full information on your rights as a data subject is available from the Information Commissioner’s Office (ICO):

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have any queries regarding the processing of your personal data in relation to this application/nomination form, please contact our Human Resources Officer on 02895 313033. If you have a data protection query please contact our Corporate Services Officer on 02895 313037.

Individuals have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues. The ICO’s details are as follows:

The Information Commissioner’s Office – Northern Ireland

<https://ico.org.uk/>

3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk