

Privacy Notice: Board of Management

The Data Controller of the information being collected is: West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dpo@wcs.ac.uk

This privacy statement relates to processing of personal data of members of the Board of Management.
Information will be used for the following purposes:

Processing applications and interviews; communication; highlighting Board activities (website); registering of interests; monitoring equality and diversity in Board membership.

Registering trustee information with College Development Network (CDN) and the Scottish Charity Regulator (OSCR).

The data of unsuccessful applicants will be held for six months after interview, then securely deleted.

Our lawful basis for using the data is that use is necessary for the performing a task in the public interest or under official authority vested in us, including acting as a charity trustee.

The data being used includes special category (sensitive) data. We use this sensitive data under the following lawful basis: use is necessary for reasons of substantial public interest: Data Protection Act 2018, Schedule 1, 6.(2)(a) – conferred by an enactment or rule of law (Equality Act 2010)

If you were to withhold the personal information we require for this process, the consequences would be that you would be unable to become a board member. For special category data, there would be no consequences, as this is an optional process.

Your data will, or may, be shared with the following recipients or categories of recipient:

Training related data and trustee data will be shared with CDN.
Trustee data will be shared with OSCR.
Gender data will be shared with Colleges Scotland.
Photograph, bio information and register of interests will be published on the College website, and therefore in the public domain.
Scottish Government, Companies House and external auditors for statutory reasons.

Your data will be retained for the following length of time:

*Length of your board membership, plus six years.
Six months after interview date for unsuccessful applicants.*

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data

- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data, visit: <https://ico.org.uk/>

Date: Oct 2025

Signed off by: Governance Manager, DPO