

Newcastle University

Lay members of statutory bodies and other University committees Privacy Notice

Data Controller and Data Protection Officer

The University of Newcastle upon Tyne (the “University”) is the Data Controller for personal data described in this notice. The contact for data held under this privacy notice is the University Registrar, john.hogan@ncl.ac.uk. The contact details of the University’s Data Protection Officer and the relevant supervisory authority are available at:

<http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm>

Purpose of Processing

The University collects and processes personal data about lay members of University committees (“you” or “your”) to call meetings of Council, Court, Senate and their sub-committees. As a member of Council or other university committee, your data is used for activities relating to the governance and management of the University. The University will primarily use your data to communicate with you in relation to your role as a member of a University committee, and to ensure the activity undertaken is properly arranged and meets your personal requirements.

Our records may include:

- Personal identifiers and biographical information – for example your date of birth, car registration, details of your job, career and educational background
- Contact details – for example your address, email address and telephone number (we update these whenever you tell us they have changed)
- Personal details – for example accessibility and dietary preferences for event management purposes
- Information relating to statutory requirements for your role as a Trustee of the University – for example other trusteeships, directorships and external interests. We may gather information about you from publicly available sources, for example Companies House and the media, to help us to comply with statutory requirements, or to allow us to understand more about you as an individual and your ability to support the governance of the University.

Legal basis of processing

For members of Council or Court: the legal basis for processing your personal data for the purposes as described above is that the University has a legal obligation¹ through Statutes approved by the Privy Council under the Universities of Durham and Newcastle upon Tyne Act 1963, to process this data for the purposes of calling meetings of Council or one of its sub-committees.

For lay members of other University committees: the legal basis for processing your personal data for the purposes described above is that it is a legitimate interest necessary to support you in your role and your responsibilities as a member of such committees.

¹ [Statutes of the University of Newcastle upon Tyne](#) approved by The Queen’s Most Excellent Majesty in Council on 16 March 2011: Statutes 16, 18 and 57(g).

Sharing data with a third party

Your data will only be used within the University, except where there is a statutory requirement to share with regulatory bodies such as the Office for Students, the Charity Commission, and HESA. Your data is held securely within the European Economic Area. Where there is a statutory obligation to publish this data you will be notified of such instances, for example, publication of your Declaration of Interest.

Data Retention

On completion of your term of office as a member of Council, Court or committee member your data will be retained for 6 years after the end of your membership. We may also need to retain some financial records for statutory purposes.

Your rights

You have the right of access to your data; to update, amend and rectify your data; change your communication preferences, including opting out of receiving any marketing materials.

If you no longer want to receive communications by post, telephone, text, email or other electronic means, please contact john.hogan@ncl.ac.uk.

Given its legal obligation, lay members of Council and Court do not have the right of erasure nor the right to object to the University processing the data as described above. Lay members of other University committees who are not also members of Council or Court have both the right of erasure and the right to object to the University processing any information. Please contact rec-man@ncl.ac.uk to exercise any of these rights.

The University's Data Protection Officer is the supervisory authority responsible for monitoring compliance with relevant legislation in relation to personal data and can be contacted at rec-man@ncl.ac.uk. You can also contact them if you have any queries or concerns about the University's processing of your personal data. You also have the right to lodge a complaint with the [Information Commissioner's Office](#).

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Dr Simon Meacher, Governance Manager