



## Newman University's Council Member Application – Data Privacy Notice

### Who is collecting your personal data?

Newman University is the data controller (Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT). You can contact Newman's Data Protection Officer by emailing [dpo@newman.ac.uk](mailto:dpo@newman.ac.uk) or by post.

### What type of personal data is collected?

Under the General Data Protection Regulation (GDPR) there are two types of personal information.

- 'Personal data' which is any data which could directly or indirectly identify you. This includes your name, date of birth, contact details etc.
- 'Special Category data' – this is more sensitive data including , but not limited to race, ethnic origin, religion, sexual orientation, membership of a trade union, philosophical beliefs, health, biometric and genetic data.

Newman University collects 'personal data' from University Council applicants. It does not collect any 'special category data'.

### How will the personal data be used?

Your personal data will be used to assist the nominations committee of Council in conducting recruitment to the University Council. The legal basis for processing your personal data is your consent which you are asked to provide when you submit your application.

### Will we share your personal data with anyone?

If you are appointed to University Council, Newman University will share some of your personal data with Companies House to register you as a member. The University will also share some of your personal data with the Office for Students for registration and regulation purposes.

### How long will we keep your personal data for?

If your application is unsuccessful and the nominations committee does not wish to proceed with your appointment, we will keep your application for a maximum of three months after the committee meeting.

If your application is unsuccessful at this time, but the nominations committee wishes to keep it on file because you meet the criteria and a position may become available, we will keep your application for twelve months after the committee meeting.

If you are appointed to council, we will keep your application for our records for three years after the end of your final term.

### What rights do I have regarding my personal data?

You have the right to correct or update your personal data at any time. You also have the right to withdraw your consent at any time, to restrict the processing of your data or to have your personal data erased. However if you withdraw your consent we may withdraw the services we have offered.

You have the right to data portability. This means that if you request it, Newman University will need to provide you with a copy of the personal data you have provided to us so that you can transfer it to another data controller. We need to be able to provide it to you in a structured, commonly used and machine-readable format (e.g. csv file).

You have the right to see what personal data Newman University has about you. You can request a copy of your personal data by contacting the University's Data Protection Officer using the contact details above. Please specify that you wish to have a copy of the personal data you provided when you applied for membership to Council.

You have the right to lodge a complaint with the Information Commissioner's Office and can find out more about this on their website <https://ico.org.uk/concerns/handling/>

Where can I get more information?

To read Newman University's Data Protection website please go to <https://newman.ac.uk/knowledge-base/data-protection/>

To read about data protection law in the UK please click <https://ico.org.uk/for-the-public/>