PRIVACY NOTICE FOR COMMITTEES & BOARDS

The University of Bristol ("The University", "We") is committed to protecting your personal data and for keeping you informed about how information about you is used. This notice outlines how we process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (2018).

This notice applies to the personal data processed for the purpose of University statutory and non-statutory committees and boards.

This notice should be read in conjunction with the University's top level privacy notices.

Types of personal data processed

To facilitating the effective running of committees and boards we may need to process the following types of data about you:

- Name and contact details
- Demographic data, including gender and nationality
- Academic qualifications and certificates
- Information relating to health and safety at work
- Information relating to your social media account

We also need to process the following special categories of data:

- health data, including information about disabilities
- racial and ethnic origin

How we collect your data and how we use it

The information we process about you is collected from several sources. Including:

- Directly from you, such as when you submit papers and reports
- Via internal sharing between teams and departments, including from Finance and Admissions
- Third parties, including recruitment agents

The above information is processed to create and distribute meeting agendas, meeting minutes and supporting papers and reports.

We may ask you to provide us with the special categories of more sensitive data as listed above to further our aims of recruiting a diverse group of committee and board members.

We will also use this information for data analysis to inform internal monitoring of diversity and representation across committees and boards. Any such analysis will be aggregated and anonymised.

We will not use your personal data for automated decision making about you or for profiling purposes.

Committees may refer to incidents involving individuals in general terms for discussion purposes, but do not process health data relating to specific individuals. The lawful basis for us to process your personal data is outlined in our top-level privacy notices, please see here for further details.

Sharing your personal data

Your personal data will be collected and processed primarily by University staff.

We may need to share your personal data with internal parties, including with:

- Other committees and boards where work activities are related
- HR, as part of the application process
- Finance, to manage expense claims
- Othe areas of the University where there is a legitimate business need

We may need to share your personal data with third parties including the Office for Students (OfS) as required by law for regulatory purposes. This may include names of committee or board members for compliance purposes, such as fit and proper persons tests. Where possible, data will be anonymised.As part of the University's commitment to transparency, certain information about you may be made publicly available on the University's webpages. This information may include your name and job title. Copies of meeting minutes may also be published. Where necessary and lawful, certain information will be redacted before publication.

Please note that we may need to share your personal information with a regulator or to otherwise comply with the law, and the list above is not necessarily exhaustive.

Storage and retention of personal data

The University has put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost or used, accessed, altered or disclosed in any unauthorised way. More information is available here.

Access to your personal data is limited to those that have a lawful and legitimate need to access it.

Most commonly, personal information about you will be stored on Microsoft SharePoint, network drives and the University's webpages.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the University's Records Retention Schedule

Your rights

Under certain circumstances, you may have the following rights in relation to the data we process:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

For more information on these rights please visit the University's guidance here. To exercise any of the above rights please contact the Data Protection Officer via data-protection@bristol.ac.uk

Questions, comments and complaints

If you have any questions or comments regarding this Privacy Notice, please contact the committee or board directly.

You can also contact the University's Data Protection Officer at: data-protection@bristol.ac.uk.

You can contact the Information Commissioner's Office (ICO) if you're unhappy with how we've handled your data.