HURSTPIERPOINT COLLEGE

Summary Privacy Notice for Governors of the College and those applying to join the Board

This notice explains how the College uses personal data about current, former and prospective Governors. Governors of the College are also directors of the company and trustees of the charity. It deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere.

This privacy notice will be provided to you at the time your data is being obtained, or within one month where we obtain it from someone else.

1. Who we are

Hurstpierpoint College Ltd ("the College") is the data controller for your personal data. The College is a charitable company registered in England and Wales (charity number 1076498 and company number 3779893) with its registered office at College Lane, Hurstpierpoint, Hassocks, West Sussex BN6 9JS. It is registered with the Information Commissioner's Office under reference Z7510412.

The Bursar is the College's Data Compliance Officer and can be contacted at bursar@hppc.co.uk or by post at the address above.

2. What information we hold

- contact details, identity documents and date of birth;
- information about your skills, experience, occupation and other appointments, and your register of interests;
- the results of enhanced DBS, barred list and section 128 checks and other checks required by Keeping Children Safe in Education;
- records of training, meeting attendance and your contributions recorded in minutes; and
- your photograph and biography where published on the College website.

3. Why we use it and our lawful bases

Data will be processed for the purposes of appointing Governors, carrying out the checks required of those who govern a school, running the Board and meeting the College's company and charity law obligations. The College's lawful bases are:

- **legal obligation:** for example suitability checks under the Independent School Standards and Keeping Children Safe in Education, and registers and filings required by company and charity law;
- **legitimate interests:** for example the effective governance of the College and publishing the names of its Governors; and
- **consent:** for example where you agree to the publication of your photograph and biography.

Criminal records information is processed only where an additional condition in data protection law applies, mainly safeguarding children. The data the College holds will be the minimum it requires.

4. Who we share it with

The College may share your data with the Woodard Corporation and the following companies who have contracts with the College and are required to protect your data to the standards required by data protection law. These are:

- uCheck (for DBS checks)

- Microsoft and West Country Business Systems, the College's IT software providers
- Convene

We also share personal data where necessary with:

- Companies House and the Charity Commission, which publish certain details of directors and trustees on public registers;
- the Department for Education (including Get Information About Schools) and the Independent Schools Inspectorate;
- the College's professional advisers, auditors and insurers (including for trustee indemnity insurance).

5. Transfers outside the UK

Some of our suppliers (for example Microsoft) may store or access personal data outside the UK. Where this happens we make sure the transfer is lawful, for example because the country is covered by UK adequacy regulations (which include the EEA and, for certified organisations, the United States) or because the supplier has agreed the UK International Data Transfer Agreement or Addendum.

6. How long we keep it

Your data will be retained for 7 years from the date of your resignation or retirement from office, unless modified by any other legal obligation the College finds itself under. Board minutes, which record your role, are kept permanently as part of the College's archive and information filed with Companies House and the Charity Commission remains on their public records.

If you are not appointed your data will be retained for 12 months from the date of the decision.

7. Where we get it from

We will obtain most of the data the College requires from you. We also obtain information from the DBS (through uCheck), from the section 128 and other suitability checks, from referees and from publicly available sources such as Companies House. Where we obtain data from other sources we will tell you, normally within one month.

8. Whether you have to provide it

We see the provision of personal data as necessary to safeguard pupils, you and the College as it will allow the necessary checks to be made. Some of these checks are required by law and the College cannot appoint a Governor who has not completed them.

9. Automated decisions and profiling

There is no automated decision making or profiling involved in this data stream into and through the College.

10. Your rights

Under data protection law you have the right to:

- ask for a copy of the personal data we hold about you (a subject access request);
- ask us to correct data that is inaccurate or incomplete;
- ask us to delete your data or restrict how we use it in certain circumstances;
- object to our use of your data where we rely on legitimate interests and object at any time to direct marketing;
- ask for data you have given us to be transferred to another organisation in certain circumstances; and

- withdraw your consent at any time where we rely on consent (this does not affect anything we did before you withdrew it or any processing for which we have another lawful basis).

Some of these rights are subject to exemptions. To exercise any of them please contact the Bursar.

11. Complaints

If you are unhappy with how the College has handled your personal data you have the right to complain to the College. Please send your complaint to the Bursar at bursar@hppc.co.uk or by post to the College. We will acknowledge your complaint within 30 days of receiving it, investigate it without undue delay and tell you the outcome. Data protection complaints are handled under the College's Complaints Procedure.

You also have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or on 0303 123 1113. The ICO will normally expect you to have raised your complaint with the College first.

12. About this notice

This is a summary. It should be read with the College's full Privacy Notice.

This version was published in November 2026 and will next be reviewed by November 2028. Any substantial changes that affect your rights will be notified to you directly as far as is reasonably practicable.