

## **Governor Exchange**

### **Privacy policy**

This privacy policy sets out how Bolton Council uses and protects any information that you give Bolton Council when you use this website.

Bolton Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Bolton Council may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from October 2016.

#### **What we collect**

##### ***Event and training booking information***

We may collect the following information in order for you to reserve a place on an event or training session that you wish to attend:

- Name, and school, academy trust or organisation that you are associated with
- Your email address for contact purposes
- Your contact telephone and mobile number for contact purposes
- Your preference of event or training session for event organisation purposes.

##### ***Application form to register your interest in becoming a governor***

We may collect the following information for the purpose of registering your interest to become a school or academy governor in Bolton:

- Name and postal address, including postal code.
- Your email address.
- Your contact telephone and mobile number.
- Your employment status, occupation, employer name and work postcode
- The preference of position, type of school or specified school you are applying to become a governor at.
- Your completed skills and experience audit.
- Your supporting narrative to your application which will include your reasons for applying to become a governor and your suitability.
- The name, address, contact information and relationship or any referees that you nominate.

#### **What we do with the information we gather**

We require this information to maintain and continuously improve the quality of the service offered by the website and in particular for the following reasons:

- For Internal record keeping.
- To enable us to record your register of interest to attend an event or training session provided by Bolton Council.

- To register your interest in volunteering to become a governor in a school or academy within the Bolton borough.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **How we use cookies**

Please refer to the *Cookie Policy* at <http://governorexchange.boltonlea.org.uk/cookie-policy>

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Governor Services, Bolton Science & Technology Centre, Minerva Road, Bolton BL4 0HA.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

This policy was last updated on 1 August 2016.