
Privacy Notice for SFC Board Observers and Members, and Committee Observers and Members

1. Scottish Funding Council (SFC) is providing you with this information to comply with data protection law and to ensure that you are fully informed, and that we are transparent in how we collect and use your (personal) data.

Who is collecting the information?

2. Scottish Funding Council (SFC) is the Data Controller of any personal information collected. The SFC is registered with the Information Commissioner's Office (ICO). You can check our entry details on the ICO's [website](#).
3. Our Data Protection Officer (DPO) can be contacted by emailing: info@sfc.ac.uk. Please note that this email address is monitored by other members of the Information Governance team.

Membership or Observer of SFC Board or Committee

Why are we collecting it and what are we doing with it (Purpose)?

4. SFC is collecting your personal data to enable you to perform your role as a member or observer of the SFC Board or Committee and will be used to notify you of information available through the Board Portal (see below), information updates, other correspondence, to pay Board member fees, and pay travel and expenses.

What personal data do we collect?

5. The personal data which will be collected are set out in table 1:

Table 1: personal data we will collect

Data	Use	Board member	Observer/ Committee member
First and last name	Contact you	✓	✓
Email addresses	Contact you	✓	✓
Telephone numbers	Contact you	✓	✓
Address	Pay fees	✓	
Bank details	Pay fees	✓	
	Pay T&S	✓	✓
National Insurance No.	Pay fees	✓	

Data	Use	Board member	Observer/ Committee member
Emergency Contact (name, relation, email, telephone)	Contact them in an emergency.	✓	✓
Any special needs or requirements (such as medication)	In case of an emergency.	✓	✓

The lawful basis for the processing

6. SFC's lawful basis for processing your personal data is:
- Article 6(1)(e) of the UK GDPR – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where your personal information will be stored

7. Your personal information will be stored within SFC's records management system 'SharePoint' and our finance system 'Sun Finance Accounting'.
8. In addition and for Board members only, your personal information will be stored within 'Cintra', our payroll processing system and CintraQ, where P60s and P45s are accessed.

How long do we hold the personal data?

9. We will retain your personal data for the duration of your Board and Committee membership/observer status and for 12 months following your last day as a member.
10. For Board members only we will hold your personal data in Cintra and CintraQ for 12 months following your last day as a member in order to provide you with access to your P45/P60. We will hold your personal information within SFC's records management system 'SharePoint' for six years following the end of your term of office, for accountancy purposes.

Users of the Board Portal

11. We have appointed a Data Processor, Admincontrol, to manage the Board Portal on SFC's behalf. Details of how to contact Admincontrol's Data Protection Officer along with other information about their use of personal data can be found here: [Privacy statement - Admincontrol](#)

Why are we collecting it and what are we doing with it (Purpose)?

12. SFC is collecting your personal data to enable secure access to a Board Portal, which will be used to manage and share Board and committee papers, correspondence and information updates.
13. Admincontrol will store and process the data within the portal on SFC's behalf. Processing the data will enable secure storage, collaboration, electronic signing and access to the documentation and material stored within the portal.

What personal data do we collect?

14. The personal data which will be collected are:
 - Your first and last name, email addresses and phone numbers. This data will be used to register your account and log-in details.
 - Login history: IP address.
 - Interactions with documents: Whether a paper has been read by you and when, and a record of approval given (where applicable).

The lawful basis for the processing

15. SFC's lawful basis for processing your personal data is:
 - Article 6(1)(e) of the UK GDPR – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where your personal information will be stored

16. Your personal information will be stored within the Board Portal, which is managed on SFC's behalf by a third party, AdminControl. AdminControl is based in Norway and this is where your personal data will be stored.
17. Personal information will be shared with Admincontrol as detailed above. No other organisations will have access to your data.

Details of data transfers to any third countries or international organisations

18. Norway is covered by the UK's adequacy regulations, which means that its legal framework has been assessed as providing 'adequate' protection for people's rights and freedoms about their personal data.

How long do we hold the personal data?

19. Admincontrol will retain personal data for the duration of our contract with them after which all personal data will be deleted within 60 days of the contract expiration date, currently 31 March 2028.
20. For users of the portal who complete their term of office or resign from SFC, access to the portal will cease immediately upon their final day in office/ final formal working day and relevant data will be deleted within four weeks.

Individuals' rights in relation to this processing

21. Under data protection law, individuals have rights in relation to the processing of their personal data. These rights are as follows:
 - Right to be informed.
 - Right of access – this means individuals have the right to access and have copies of all personal data held.
 - Right to rectification – this means individuals have the right to correct/update inaccurate or incomplete information about them.
 - Right to erasure, also known as 'the right to be forgotten' – this means individuals can request that all their personal data held by an organisation is destroyed.
 - Right of restriction – this means individuals can restrict how their personal data is processed. This only applies in certain circumstances.
 - Right to data portability – this means individuals can request their personal data in a machine readable format to transfer to another organisation.
 - Right to object – this means an individual can object to how their personal data is processed.
 - Automated individual decision-making including profiling – this means individuals have the right not to be subjected to a decision made solely by automated means.
22. Some of these rights may only apply in certain circumstances and are not absolute. Requests will be assessed on a case-by-case basis.
23. To exercise these rights, please contact SFC via info@sfc.ac.uk

Right to Complain

24. If you are concerned about how your personal data is being used by SFC, you have the right to make a complaint directly to us.
25. You can do this by contacting us using the details set out below. Further information regarding exercising your right to complain can be found here:
<https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/>

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